

EXAMINATION REGULATIONS FOR DIPLOMAS AND FIRST DEGREES



THE MICO UNIVERSITY COLLEGE

1A Marescaux Road, Kingston 5

Office of Accountability:	Examinations Department
Office of Administrative Responsibility:	Office of the Registrar
Document Number	
Effective Date of Policy	September, 2010
Date of any Policy Revision	August, 2015
Policy Prepared by:	Joy Pilgrim
Date Policy Created:	August, 2010
Date Accepted by Executive Management Com. :	
Authorized by:	
Date Approved by the Board of Directors:	
Authorized by:	
Version	02

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**THE MICO UNIVERSITY COLLEGE
EXAMINATION REGULATIONS
FOR DIPLOMAS AND FIRST DEGREES**

**The University Registrar for the purpose of these Regulations includes any Senior
Assistant Registrar / Assistant Registrar
who may be responsible for Examination Matters**

SECTION I

THE AWARD OF FIRST DEGREES AND AEGROTAT DEGREES

1. Award of First Degrees

- 1.1 (i) All full time students shall normally spend a minimum of three academic years (inclusive of the Summer Session) in the Mico University College before being eligible for the award of a First Degree.
- (ii) All part-time students shall normally spend a minimum of five academic years (inclusive of the Summer Session) in the Mico University College before being eligible for the award of a First Degree.
- 1.2 The award of first Degrees shall be deemed to be made on such date as the Academic Board may approve.
- 1.3 After the Academic Board has approved the Pass Lists, a Certificate for each first Degree under the Seal of the University College shall be delivered at a graduation ceremony or forwarded to each successful candidate on written and signed request to the University College Registrar.

2. Aegrotat Degree

- 2.1 A student may apply through the University College Registrar to the Academic Board for the award of an Aegrotat Degree where he/she has been absent through illness from part of the examination in the final year of the degree programme. The number of credits obtained which will entitle the student to make such an application shall be prescribed in the Faculty Regulations, but in no case shall the absence exceed two final year courses.
- 2.2 All applications from or on behalf of students must be accompanied by a medical certificate signed by the University College Health officer or by other Medical Practitioner approved for this purpose by the University College and shall reach the University College Registrar not later than thirty days from the last course examination which should have been taken by the student.

- 2.3 All applications, together with reports from those who have taught the student in the courses concerned along with their recommendations shall be referred by the Dean/Head of Department to Academic Board through the University College Registrar.
- 2.4 An Aegrotat degree shall be awarded without distinction or class.
- 2.5 Holders of an Aegrotat Degree shall **not** be permitted to re-enter for the same Degree.
- 2.6 Holders of an Aegrotat Degree may proceed to a higher degree if accepted by Academic Board.
- 2.7 Notwithstanding the provisions at Regulations 2.1 – 2.6, the University College shall not award a posthumous aegrotat degree except in cases where the decision to award such degree was made before the student's death.

SECTION II GENERAL EXAMINATION REGULATIONS

3. General Regulations

- 3.1 The use of written examinations as a means of determining achievement in the requirements of a course is considered to be part of acceptable pedagogy.
- 3.2 Registration for a course constitutes registration for the examination(s) in that course.
- 3.3 A student who has registered for a course, but who wishes to withdraw from that course must apply to the relevant Dean to do so no later than the Friday of the third teaching week of the semester.
- 3.4 A student who is absent from an examination in a course for which he/she is registered shall be deemed to have failed that examination, unless permission to withdraw had been granted. This regulation shall not apply in circumstances of certified illness which have been reported to the University College Registrar and Academic Board. (Ref: Regs. 17.1 – 17.4)
- 3.5 A student who withdraws from a course or programme without the approval of the Academic Board shall be deemed to have failed.
- 3.6 A student whose performance is consistently poor, may be required by the University College Registrar to withdraw from a programme, if the Heads of Department through the Dean so recommend to Academic Board that he/she is not applying himself/herself to fulfil the requirements of the programme. Such a student shall be deemed to have failed the programme.
- 3.7 A student who has been absent from more than 10% of the hours required for a particular course will not be permitted to write the examinations for that course.
- 3.8 All examinations shall be conducted by means of any one or more of the following
- (a) Written Examinations
 - (b) Oral Examinations
 - (c) Practical Examinations
 - (d) Coursework (which shall include written in-course tests, practical work, dissertations, essays, projects, studies and other forms of coursework exercise as approved by Academic Board.

4. Written Examination

- 4.1 The Examination Timetable in respect of written examinations shall be published at least one month before the series of end-of-semester examinations begins, or two weeks in the case of Summer Session, Supplemental or Re-sit examinations. Any changes in dates after publication shall be posted on the Official Examinations Notice Board and on the University

College's website. Students will not be informed individually of such changes. In no circumstances will any such change be made later than one week prior to the commencement of the series of examinations.

- 4.2 It is the responsibility of each student to check the draft time table and report any clashes in the examination times.

5. Oral Examinations

- 5.1 Where it is intended that an oral examination shall form the whole or part of an examination, the students shall be so advised at the beginning of the Semester by the Head of the Department.
- 5.2 In every case the examiners shall be at liberty to put oral questions to any student as prescribed by Faculty regulations.
- 5.3 No oral examination shall be aborted until half-an-hour after the starting time. At each oral examination the Examiners assigned for duty shall be in attendance during the first half-an-hour, or until the examination is concluded whichever is the later.

6. Assessment by Coursework

- 6.1 The dates of submission or conduct of coursework exercises which count towards the final assessment shall be posted on Faculty or Department Notice Boards and on the University College's website at least two weeks in advance of the date(s) on which such exercises should be submitted or conducted.

7. Multiple choice, true/false and one-word answers

- 7.1 The use of multiple choice, true/false or one-word answer questions in examinations or in course work, which count for more than 25% of the final mark, shall require specific approval of Academic Board / Board of Undergraduate Studies.
- 7.2 In the case of In-Course Tests, Written and Practical Examinations, every script shall bear the student's identification number but not his/her name. In the case where an electronic storage device or media, e.g. a compact disc (CD) or "jump drive" is used, the CD or "jump drive" shall bear the student's identification number but not his/her name on both the CD/"jump drive" label and the electronic information on the CD/"jump drive".

8. The use of electronic calculators

- 8.1 Where the examiners decide that electronic calculators may be used in examination room, this shall be stated in the rubric of the question paper.
- 8.2 Only silent, cordless calculators may be used.

- 8.3 The use of programmable calculators is not permitted if so decided by the Examiner and stated in the rubric of the question paper.

9. Venue for examinations

- 9.1 The place at which a written examination shall be held shall be determined by the University College Registrar. The place at which other examinations or in-course tests shall be held shall be determined by the Head of Department concerned.

10. Physically challenged students and those temporarily incapacitated

- 10.1 (i) A student who is physically challenged may need extra time to complete an examination, may apply in writing and submit a Medical Certificate, approved by the University College's Medical Officer, to the University College Registrar upon registration for a programme of studies. The student will be granted an additional fifteen minutes for each hour of the stated time for the examination.

- (ii) Assistance may be provided in the following ways:
- Alternative format: audio; large print; Braille
 - Note takers
 - Interpreters
 - Scribes for examinations (amanuensis)
 - Extended time on quizzes and examinations
 - Auxiliary aids and services

- 10.2 Any student who, for reason of permanent or temporary incapacity needs special arrangements during examinations should apply to the University College Registrar. The arrangements needs should be specified and the University College Registrar may require a Medical Certificate as proof of such incapacity. The University College Registrar shall inform the Head of Department/Board of Examiners of the circumstances in which the examination was performed.

- 10.3 Any amanuensis or secretarial assistance provided to student with disabilities shall first be approved by the University College Registrar. Normally the University College will defray the additional costs involved.

11. Publication of Results

- 11.1 (i) All examination results and Pass Lists shall be provisional until approved by Academic Board.
(ii) Pass Lists for an individual course may be issued by the Head of Department in which the student is registered, as soon as, the First Examiner has determined the marks/grades.

12. Complaints against results

- 12.1 Any formal complaint which a student may make in connection with his/her examination must be referred to the University College Registrar and **must not be dealt with by an Examiner.**

13. Procedure with respect to Mark-sheets and examination material

- 13.1 Mark-sheets/grade sheets once submitted may not be altered except with the expressed permission of the Board of Examiners unless the alterations arise from errors in the calculation or omission of marks/grades. The approved procedures and forms shall be observed and used.
- 13.2 All examination material (question papers, scripts or otherwise) shall be addressed to the University College Registrar under confidential cover and submitted to the Examinations Section by the Lecturer/Examiner responsible for the course.

14. A Special Examination

- 14.1 A special examination whether written, practical or coursework may be held on the authority of the Vice President of Academic Affairs / Chair, Board of Undergraduate Studies, acting on the recommendation of the Dean of the Faculty concerned.
- 14.2 A special examination may be granted only in exceptional circumstances such as grave or chronic illness and with the support of the Head of Department concerned.

15. A Substitute Examination

- 15.1 A Substitute Examination may be permitted by the Vice President Academic Affairs / Chair, Board of Undergraduate Studies acting on the recommendation of the Dean of the Faculty. Such examination may be offered where extenuating circumstances beyond the control of the student affect his/her performance and/or attendance at an examination, and shall be held within the dates for examinations prescribed by the University Registrar.

SECTION III CONDUCT OF WRITTEN EXAMINATIONS

(A) INSTRUCTIONS TO STUDENTS TAKING A WRITTEN EXAMINATION

16. Student Instructions

- 16.1 It is the responsibility of each student to ascertain the dates, times and venues of the examination(s) for which he/she is registered.
- 16.2 Students should have paid all relevant fees and must be financially clear at least for the particular semester in order to be eligible to write examinations for that semester.
- 16.3 A student who does not sit the examination in a course for which he/she is registered is deemed to have failed that examination unless there is documentation evidence to support his/her reason for absence.
- 16.4 Students will be informed of the dates and times of written papers and practical examinations by means of the publication of the examinations time table at least one month in advance, or two weeks in the case of Summer or Re-sit Examinations on the Official Examinations Notice Board and on the website. Any changes in dates after publication shall be brought to the attention of students by means of additional notices on the Official Examinations Notice Board. In no circumstance will any such change be made later than one week prior to the commencement of the series of examinations
- 16.5 A first and second draft of the timetable will be published. Draft timetables must be scrutinized by each student and examiner to ensure that there are no timetable clashes.
- 16.6 The final version of the examination timetable will be published on the following dates:
- | | |
|---|-------------------------------|
| Semester 1 | In the first week of November |
| Semester 2 | In the first week of April |
| Summer Session and
Supplemental examinations | In the first week of July |

17. Absence from Examinations

- 17.1 Students who are absent from an examination owing to a mis-reading of the time-table shall receive a failing grade and will be required to pay the requisite cost for re-sitting the examination on the next scheduled date.
- 17.2 (i) If the performance of a student in any part of any examination is likely to have been affected by factors of which the examiners have no knowledge, the student may report the circumstances in writing to the University College Registrar. If the student decides to report

such circumstance, he/she must do so within seven days of that part of the examination which may have been affected.

- (ii) Students who are absent from examinations due to illness must inform the University College Registrar as soon as possible and must present a medical certificate approved by the University College Medical Doctor within one (1) week of the date of the missed examination. The University College Registrar shall pass on the information to the Chair, Board of Examiners to assist the Board in the performance of its duties.
 - (iii) Where in the opinion of the University College Medical Doctor a student is unable to submit a medical certificate in person, the Medical Doctor may do so on the student's behalf, within the prescribed time.
 - (iv) The Board of Examiners shall not take cognizance of illness of other circumstances, which have not been referred to them by the University College Registrar.
- 17.3 If a student is certified by a Medical Doctor, approved by the University College, to be suffering from an illness which will affect his/her performance in the examination and the student elects to write the examination regardless of the advice of the doctor, the grade obtained on the written examination shall be deemed to be the official and final examination result.
- 17.4 If a student desires to be absent from an examination due to participation in an event or activity approved by the President, it is the student's responsibility to seek permission of the University College Registrar through the Head of Department in writing at least three (3) weeks prior to the scheduled date of the examination, so that alternative arrangement can be made. If approval is granted, the student will not be penalized in any way and his/her grade point average and class of award will not be affected.

(B) WITHDRAWAL FROM EXAMINATIONS

18. Voluntary withdrawal from an examination

- 18.1 A student may withdraw from an examination provided he/she submits a request to do so in writing addressed to the University College Registrar at least five working days prior to the scheduled date of the examination. The request must be supported by a justifiable reason. The student will be classified by INCOMPLETE and, if the request is granted by the Academic Board, the student will not be penalized and his/her class of award will not be affected.
- 18.2 The student who receives an INCOMPLETE in this case must re-sit the examination when it is next offered, to obtain a final grade. An INCOMPLETE Grade is not a permanent grade. An INCOMPLETE grade may not be considered as passing grade for the purposes of determining academic standing, scholarships or other purposes, until all requirements for the course are completed in a satisfactory manner within the prescribed time.

- 18.3 A student who has not officially withdrawn from an examination and who does not sit an examination for which he/she is registered shall be assigned a failing grade of "E".
- 18.4 A student may seek permission to withdraw for medical reasons which have interfered with his/her ability to complete specific courses. Such approval may be granted by the Chair, Board of Undergraduate Studies on the recommendation of the University College's medical team.
- 18.5 A student who, due to illness, is absent from NOT MORE than two (2) final year written examinations, may on the approval of the Chair, Board for Undergraduate Studies, submit course work pieces, for the courses for which examination were not written. Such course work pieces shall be externally examined and shall be eligible for the award of an aegrotat grade of "C". (Ref: Regs. 4 – 10)

19. Examination Cards

- 19.1 Students who are financially clear may access their examination cards on-line, within the specified periods published.
- 19.2 Any student who fails to comply with Regulation 19.1 above shall be liable to a late fee of Five Hundred Dollars (J\$500.00)
- 19.3 Lost or misplaced Examination Cards must be replaced prior to the start of the examination. The replacement fee of Five Hundred Dollars (J\$500.00) must be paid to the Accounts Department and the receipt submitted to the Examinations Section.

20. Conduct whilst in the Examination Room

- 20.1 **IF FOR ANY OF THE FOLLOWING REASONS AN EXAMINATION IS INTERRUPTED OR CANNOT BE CONDUCTED AT THE SCHEDULED TIME:**
- (A) AN ACT OF GOD (E.G. Hurricane, Earthquake, Flood)**
 - (B) FIRE**
 - (C) ANY SITUATION OVER WHICH THE MICO UNIVERSITY COLLEGE HAS NO CONTROL (e.g. civil unrest)**
- STUDENT SHALL BE PERMITTED THE FOLLOWING OPTIONS:**
- (A) AGREE TO A RE-SITTING OR RE-SCHEDULING OF THE EXAMINATION**
 - (B) ACCEPT THE LOWEST PASSING GRADE**
- 20.2 (a) Students should be seated in the examination room fifteen minutes before the advertised starting time of any examination. Students shall be admitted up to half-an-hour after the start of the examination. Students arriving late shall not be allowed extra time. A student arriving more than half-an-hour late may be admitted to the examination room but his/her written or practical work will be accepted for marking only if he/she can satisfy the University College Registrar that he/she has valid reasons for being late and provided that

the Invigilator certifies that no other student has left the examination room during the first half-an-hour of the examination.

- (b) Each student must sign the Examination Attendance Register before the start of the examination
- 20.3 While in the examination room, students are required at all time to comply with the instructions of the Chief Invigilator and/or Assistant Invigilators. Failure to comply may result in the student being disqualified from the examination.
- 20.4 Disorderly behaviour will result in the student being expelled from the examination room. In such cases the Chief Invigilator shall write a report to the University College Registrar.
- 20.5 Students shall bring their examination cards and their student identification cards to each examination. They must display their identification cards and their examination cards in a prominent position on their desks throughout the examination.
- 20.6 A student who fails to identify himself/herself to the satisfaction of the Chief Invigilator shall be permitted to sit an examination provided that he/she signs an undertaking to produce satisfactory identification within a period prescribed by the University College Registrar. The Chief Invigilator shall submit a report on the matter to the University College Registrar. A student who fails to produce his/her University College Student ID Card shall be advised that the fine for not doing so is \$500.00 (subject to change).
- 20.7 Such student shall be required to sign a form, undertaking to report to the Examinations Section immediately after the examination.
- 20.8 Students may be permitted by the Chief Invigilator to leave the examination room during the course of an examination provided that:
- (i) At least half-an-hour has elapsed from the start of the examination and not within the last fifteen (15) minutes of the examination.
 - (ii) Those students permitted to leave the examination room are throughout the period of their absence continuously under the supervision of a responsible member of staff or Invigilator, and shall not be re-admitted if there was no supervision.
 - (iii) A student who leaves the examination room under supervision, must not leave his/her examination scripts on the desk, but should hand them in to an Invigilator before leaving
- 20.9 Students are required to supply themselves with pens, pencil, rulers, erasers and the usual geometrical instruments, liquid paper, rulers, calculators (if required for examination use).
- 20.10 Except for their examination card, no book, paper, printed or written document or pictures or any unauthorized aid or equipment including cellular phones, pagers, programmable wrist-watches, and where applicable, electronic calculators and hand-held computers OR ANY OTHER ELECTRONIC DEVICE may be taken into or be received by a student in any

examination room except as specifically permitted by the Faculty Board and stated in the rubric of the question paper.

- 20.11 Students shall not be permitted to wear hats, caps, tams or head coverings (unless worn for religious purposes) while writing an examination. Third- and Fourth-year female students shall not be permitted to wear the uniform scarves while writing an examination.
- 20.12 Students are required to switch off the alarms on wrist watches.
- 20.13 Students shall not be permitted to smoke, eat or drink in the examination room except in the following circumstances:
- (i) A student may raise his/her hand and request an Invigilator to bring him/her a glass of water.
 - (ii) A student with a certified medical condition (e.g. diabetes) may be permitted to eat a light snack.
- 20.14 Students shall write their identification numbers and not their names, distinctly at the top of the cover of every answer book, every page in the answer book and supplementary answer book.
- 20.15 Each student shall be required to complete in duplicate a Candidate's Receipt bearing his/her number and name. These Candidates' Receipts should be collected by the Chief Invigilator not later than half-an-hour after the start of each examination. A copy of this Receipt shall be returned to the student at the completion of the examination in exchange for his/her examination script.
- 20.16 Students are required to retain this Receipt until the grade assigned to that particular script is finalized and published.
- 20.17 The use of scrap paper is not permitted. All rough work must be done in an answer book or in supplementary answer book which must be submitted to the Chief Invigilator with the main answer book.
- 20.18 A student who requires a supplementary answer book or any other assistance must raise his/her hand to gain the attention of an Invigilator.
- 20.19 A student shall not break, tear, soil or otherwise deface or mutilate any Mico University College property other than the question paper, (where applicable) provided for his/her use in the examination room.
- 20.20 A student shall not write anything on the Examination Card except the Examination Timetable (where applicable).

- 20.21 A student shall not remove from the examination room any material supplied other than the question paper where permitted. The prohibition shall apply also to multiple choice and true/false question papers and answer sheets.
- 20.22 Students shall not engage in any form of communication in the examination room with other students while an examination is in progress.
- 20.23 Students shall not begin to write until permission is given by the Chief Invigilator at the scheduled hour. There shall be no writing whatsoever prior to that permission except where the Chief Invigilator gives permission ahead of the start of the examination for the students to fill in the information required on the cover of the answer book and any such writing shall be restricted only to that.
- 20.24 At the end of the time allocated, all students shall stop writing and/or making any amendments when instructed so to do by the Chief Invigilator and shall gather their answer books together in order. They shall not leave their desks until an Invigilator has collected their scripts and/or examination exercises.
- 20.25 Any alleged infringement by students of these regulations shall be referred by the University College Registrar to the Academic Board. The infringement will be investigated by a sub-committee of the Academic Board comprising the Chair of the Committee on Examination, the student representative on the Committee on Examinations or in his/her absence a student nominated by the President of the Student Guild and **two** other members of the Committee on Examinations. The sub-committee of the Academic Board shall invite the student for an interview. The University College Registrar shall be the Secretary to the Committee. A student who fails to attend for the interview or who does not offer a satisfactory explanation for the alleged infringement may be fined an amount not below J\$500.

(C) CHEATING

21. Cheating and its Consequences

- 21.1 Cheating shall constitute a major offence under these regulations
- 21.2 Cheating is fraud, i.e. any attempt to benefit one's self or another through illegal means.
- 21.3 Plagiarism is a form of cheating
- 21.4 (i) Plagiarism is the unauthorized and/or unacknowledged use of another person's intellectual efforts and creations howsoever recorded, including whether formally published or in manuscript or in typescript or other printed or electronically presented form and includes taking passages, ideas or structures from another work or author without proper and unequivocal attribution of such source(s), using the conventions for attributions or citing used in the Mico University College i.e. the American Psychological Association (APA) style.

- (ii) Students must give written credit and acknowledgement to the sources of thoughts, ideas, and/or words quoted directly paraphrased or used with reference to a general idea. In cases where words are used which were written by someone else the student must enclose the cited portion within quotation marks and provide an appropriate citation (e.g. footnote, endnote, bibliographical reference).
- 21.5 Students are required to deposit all unauthorized materials including bags, briefcases, folders, clipboards, pencil cases, cellular telephone, pagers or any other electronic device, alarm watches, earphones, notebook and scrap paper at the place provided for this purpose before the start of each examination. Where a student fails to comply with this regulation a report shall be made to the University College Registrar who shall report the matter to the Chair, Committee of Examinations.
- 21.6 Any student who fails to comply with Regulation 21.5 above may be regarded as attempting to cheat and if so an inquiry shall be conducted as provided under Regulation 20.25 and may be disqualified or disqualified and fined a sum of not less than \$J\$500.
- 21.7 A student must not directly or indirectly give assistance to any other student or permit any other student to copy from or other wise use his/her paper.
- 21.8 A student must not directly or indirectly accept assistance from any other student or use any other student's papers.
- 21.9 Any writing or drawings or other work found with a student during an examination other than in his/her answer book or supplementary answer book shall be regarded as an attempt the cheat.
- 21.10 A student shall not buy, sell, steal, transport or solicit in part or in whole the contents of an examination or other assignment.
- 21.11 Course requirements are expected to be fulfilled through original work for each course. Consequently, a student shall not use for credit the same material in a term paper, book report, project or class assignment which was written for credit in another class without the knowledge and written permission of the lecturer.
- 21.12 A student shall not exchange places with another person for the purpose of taking an examination or completing an assignment. A student, who arranges for another person to write an examination on his/her behalf, as well as, the person who undertakes to write the examination, will be subject to disciplinary action which could lead to suspension or expulsion for the Mico University College.
- 21.13 A student shall not fabricate information for any report or other academic exercise.
- 21.14 If a student is suspected by an Invigilator of cheating, receiving assistance or assisting other students, he/she shall be warned by the Chief Invigilator that the matter will be reported to

the University College Registrar. The student shall be allowed to continue the examination and his/her script shall be retained and not marked until the investigation is complete.

- 21.15 If any student(s) is/are suspected of cheating, or attempting to cheat, the circumstances shall be reported in writing to the University College Registrar. The University College Registrar shall refer the matter to the Chair, Committee on Examinations.

The report to the Registrar shall indicate the name of the Examination, the date and time of the examination and the name of the Invigilator. The circumstances leading to the suspicion of cheating shall also be explained.

- 21.16 (i) If the Chair so decides he/she shall invite the student for an interview and shall conduct an investigation. If the student is found guilty of cheating or attempting to cheat, the Committee shall disqualify the student from the examination in the course concerned and may also disqualify him/her from all examinations taken in that examination session and may also disqualify him/her from all further examinations of the Mico University College for any period of time (not exceeding two semesters), and may impose a fine not exceeding J\$5,000. If the student fails to attend and does not offer a satisfactory excuse prior to the hearing, the Committee may hear the case in the student's absence.
- (ii) When investigating allegations of cheating the quorum of the meeting of the Committee on Examinations shall include the Chair of the Committee on Examinations, at least two other members of the Committee on Examinations and the student representative on the Committee on Examinations or in his/her absence a student nominated by the President of the Student Guild. In the event that the Chair of the Committee on Examinations is unable to attend, the Chair, Board of Undergraduate Studies shall appoint an Acting Chair. The University College Registrar shall be the Secretary of the Committee.
- (iii) Appeals against decisions of the Committee on Examinations shall be received by the University College Registrar within two weeks of the date on which the decision is communicated. Such appeals shall be heard by an Appeals Committee of Academic Board. The Appeals Committee may uphold or reverse the decision and may vary the penalty in either direction within the limits prescribed in 21.16 (i) and (ii) above. The decision of the Appeals Committee of Academic Board shall be final.
- (iv) The Appeals Committee of Academic Board shall comprise:
- The Vice President, Academic Affairs – Chairman
 - The Dean of the relevant Faculty
 - One other Dean
 - The Head of the relevant Department
 - The President of the Student Guild
 - The Head, Examinations Department – Secretary
- (v) The quorum for a meeting of the Appeals Committee shall consist of all the members listed at 21.16 (iv) above.

SECTION IV COURSEWORK

22. Assessment of Coursework

- 22.1 (i) Methods of assessment counting towards the final mark for a course shall be subject to the approval of the Academic Board / Board for Undergraduate Studies.
- (ii) All assessed coursework shall be subject to regulations governing cheating as prescribed in Regs. 21.
- 22.2 The evaluation policies and procedures shall be included in the course outline(s) and must be discussed by the lecturers with the students at the beginning of the semester.
- 22.3 The Head of each Department shall ensure that Lecturers give students a copy of the course outline which should include the method of assessment with the weighting for each item. Students should also be given a schedule of these assignments with the due dates attached.
- 22.4 The Head of each Department in which coursework in the form of written test(s) is/are assessed, shall ensure that the test(s) is/are invigilated under the same conditions as major final examinations.
- 22.5 Coursework is due on the date specified by the First Examiner/Lecturer of the course and is normally submitted to the Faculty/Department office unless otherwise specified by the First Examiner/Lecturer.
- 22.6 On submission of the coursework assignment to the Faculty/Department office a receipt shall be issued. The student should keep the receipt in a safe place.
- 22.7 A student may apply to the Dean of the Faculty through the Head of Department for an extension of time if there are extenuating circumstances which prevent him/her from submitting the assignment on the due date. Such application must be submitted at least one week before the assignment is due and must be accompanied by supporting documentation for the request.
- 22.8 A student who fails to submit his/her assignment on the due date without offering a satisfactory explanation in writing will be given a failing grade. If the student submits his/her assignment within three weeks of the due date they shall be awarded a grade lower than the deserving grade but not exceeding the lowest passing grade, even if the work is deemed to be excellent.
- 22.9 All assignments for each course must be submitted before a student is awarded a grade. The student who fails to hand in all assignments will be given a failing grade for the assignments not handed in. If the assignments are handed in within three weeks of the due

date, the student shall be awarded a grade lower than the deserving grade but not exceeding the lowest passing grade, even if the work is deemed to be excellent.

- 22.10 If the student does not submit all the required pieces of course work by the due date or extension thereof, even if the pieces submitted constitute a passing grade, the student will receive a failing grade as they have not satisfied the requirements for the course and will therefore be required to re-do the course when it is next offered.
- 22.11 All assigned work must be completed within the semester unless the student has been granted the mark of "I" (Incomplete).
- 22.12 A grade "I" indicating incomplete work may be reported for a student who has satisfactorily completed the majority of the work for a course but who, due to documented illness or other extenuating circumstances, is unable to complete the required course work. An "I" Grade is not a permanent grade and, the student must complete the outstanding coursework in a satisfactory manner at the soonest possible time, but no later than the end of the second week of class the student's next semester of enrolment.
- 22.13 In the case of a practicum, the student may be required to do the missed coursework with the next cohort of students.
- 22.14 If the student fails to submit the outstanding coursework within the prescribed time, the "I" (Incomplete) will automatically be changed a failing grade "F" for the course.
- 22.15 In respect of coursework, Examiners shall inform students in writing of the marks/grades for individual pieces of coursework. Such information shall be communicated to students within three (3) weeks of the test or submission.
- 22.16 In respect of those courses in which the students collaborate in a team and submit reports on their coursework projects, the report shall be assessed to not only rate the group work, but also to identify the contribution of each individual member.
- 22.17 All coursework shall be written work except as provided below:
- (i) Oral tests authorized for the examination of certain courses
 - (ii) Oral components specifically authorized by the relevant Departments on the following conditions:
 - (a) The mark/grades to be allocated to an oral presentation shall be determined at the start of the semester;
 - (b) The minimum number of examiners required to be present shall be two and a Chair.
 - (iii) The mark/grades to be allocated to participation in class discussion shall not exceed 5% of the total coursework allocation.

(iv) Special assessment methods authorized by Academic Board for specific discipline such as Visual Arts and Performing Arts / Food Science.

22.18 Where a student is set a coursework project/research paper in which he/she is offered a choice of topic, he/she shall not choose a topic which entails work which he/she has already submitted or intends to submit in relation to another course. If all the topics from which he/she must choose entail the use of such work, he/she shall not be treated as having been offered a choice.

22.19 A student who fails to comply with Regulation 22.18 shall be denied the credit for the work in one of the course, which shall be chosen by him/her.

22.20 Where the assessment of coursework is part of the assessment of the Course, the assessment grades for the coursework must be submitted at the same time as the other areas assessed (e.g. examination) to arrive at an overall grade for the Course. However, if the grades for the other areas assessed are not available at same the time, the coursework grade may be retained, but for no more than two (2) academic years, after which the coursework grades shall become invalid. The student therefore will be required to re-do the Course in order to gain new coursework grades.

SECTION V
REVIEW OF EXAMINATION RESULTS

23. Re-doing a Course / Re-sitting an exam / Re-submitting course work

- 23.1 If a student obtains a “D” grade (i.e. scores between 40 – 49%), the student will be required to re-sit the examination at the next sitting of the examination or re-submit the coursework before the next sitting of the examination.
- 23.2 If a student obtains an “F” grade (i.e. scores between 0 – 39%), the student will be required to re-do the entire course when it is next offered.
- 23.3 In either case (1 or 2 above) the student will be required to pay the requisite fee before attempting the re-sit /re-submission /re-do.
- 23.4 In the event that a substantial portion of the class (i.e. more than 50% of the class) receives a grade “D” or an “F”, the group of students receiving the “D” or “F” grade will be required to re-sit the examination / re-submit the coursework or re-do the course accordingly. Each student in the group shall be required to pay 50% of the requisite fee.
- 23.5 A student will be required to have no more than 2 re-sits / re-submissions / re-dos. If the student does not receive a passing grade after two (2) attempts, the student will be withdrawn from the course.
- 23.6 If the course is in the student’s specialization the student will be placed on academic probation. If the course is an elective the student may choose another elective.
- 23.7 All grades obtained will appear on the student’s transcript. Therefore the repetition of a course will not eliminate the previous grade(s) from the student’s record.

24. Review of Examination Results

- 24.1 A student who is dissatisfied with the results of his/her examination should report his/her dissatisfaction in writing to the University College Registrar. Such report must be made within two weeks of publication of results, and in the case of the Supplemental/Summer session or Re-sit examinations within five days of the publication of results.
- 24.2 The University College Registrar shall forward the student’s report to the Dean of the Faculty concerned.

- 24.3 The student may request:
- a) To go through his/her failed script with the Examiner
 - b) To have his/her script(s) re-marked.
- 24.4 In carrying out the process of going through examination scripts with students who have failed courses, the examiner must disclose the marks/grades.
- 24.5 The process of going through the script should include failed answers in multiple choice examinations.
- 24.6 A student who wishes to have his/her script re-marked must pay the requisite fee to have his/her script re-marked by an Independent Examiner.
- 24.7 The re-marking exercise may result in the original grade
- i) remaining unchanged
 - ii) being adjusted downwards
 - iii) being adjusted upwards
- 24.8 The result of the re-marking exercise shall be final.
- 24.9 Where re-marking of the script as indicated in 24.6 above results in a higher mark than that previously recorded, the fee shall be refunded provided that the increased mark results in a change of grade.
- 24.10 Where the re-marking is requested, the University College Registrar shall request the Head of the Department concerned, or, in his/her absence the Dean, to select a new and Independent Examiner. Such a person shall be appointed by the Examinations Board to re-mark the script. The appointment shall be made within one week of the date on which the request was made. Where the Examinations Board deems it necessary, more than one examiner may be nominated and appointed. Such recourse shall not normally be used except where a team of examiners has already been involved in the initial examination of the candidate involved.
- 24.11 Where the Head of the Department is an Examiner, the selection shall be made by the Dean and vice versa. Where both the Dean and the Head of the Department are Examiners, the Examinations Board shall make the appointment after such consultation, as he/she considers appropriate.
- 24.12 The Independent Examiner(s) no later than 10 days after receiving the script(s) shall return the re-marked script(s) with a written report and where applicable, a signed mark sheet/grade sheet to the University College Registrar.
- 24.13 In the case of the re-marking of a script under Regulation 24.6, re-marking shall not apply to coursework which counts for 60% or less of the total assessment of the course and when such coursework consists of more than one piece, none of which individually exceeds 40% of the total

assessment. Where a single piece of coursework counts for more than 40%, re-marking shall be allowed for that piece.

- 24.14 The University College Registrar shall inform the candidate of the result of the re-marking exercise.
- 24.15 The result of the re-marking exercise shall be conveyed by the University College Registrar, to the Examinations Board, the Dean of the Faculty, the Head of Department, as is necessary.
- 24.16 The Examinations Board shall, if necessary, issue an amended Pass List for submission to the Academic Board.
- 24.17 The University College Registrar shall make an annual report to the Academic Board on cases where scripts have been re-marked.

25. Academic Appeals

- 25.1 The formal procedure, where a student seeks to address academic issues and concerns such as unfair grading, poor instruction, unfair treatment, etc. is an academic appeal. The student may contact the Dean in the first instance. If there is no redress, the student must appeal in writing to the Vice President of Academic Affairs.

SECTION VI EXAMINERS

Every examination, written or otherwise, for a Degree or Diploma, whether taken at one time or in sections, shall be set and graded by Examiners.

(A) APPOINTMENT AND DUTIES OF EXAMINERS

26. Examination Co-ordinators (There must be one in each Faculty)

- 26.1 Examination Coordinators and all Examiners (except University Examiners, Independent Examiners / Re-Markers and External Examiners) shall be appointed by the relevant Faculty Board. These appointments shall be reported annually to the Board of Undergraduate Studies and to Academic Board in the prescribed format by April 30 in the year proceeding the relevant academic year.
- 26.2 The duties of Examiners shall include co-operating with each other in the preparing of question paper, the marking of scripts and other examination exercises and attendance at and participation in oral examinations where relevant.
- 26.3 The minimum duties of an Examination Coordinator shall be **to ensure that**, by the dates prescribed:
- (i) The camera-ready copy of the question paper is prepared by the First Examiner (Primary Instructor).
 - (ii) The question paper(s) is/are submitted to the University Registrar by the First Examiner (Primary Instructor)
 - (iii) A specimen of each final question paper is checked by the relevant First Examiner at least 2 working days prior to the examination
 - (iv) The scripts are examined by at least two appointed Examiners.
 - (v) The scripts, and other relevant examination material are returned to the University Registrar when the First Examiner (Primary Instructor) completes marking. **A hard copy of the grade-sheet approved by the Dean on-line shall be down loaded and kept in the Examinations Department.**
 - (vi) The sample of scripts selected if forwarded by the First Examiner (Primary Instructor) through the University Registrar to the University Examiner / External Examiner.
 - (vii) The University Examiners / External Examiners are properly briefed and provided with the relevant marking schemes and methods of assessment.
- 26.4 In cases where the Examination Coordinator encounters problems in ensuring the smooth running of the examination process, he/she shall notify the University Registrar in writing with a copy to the Dean and to the other person(s) concerned.

27. First Examiners (Primary Instructors)

- 27.1 For each course there shall be at least two Examiners, a First Examiner (Primary Instructor) and at least one Second Examiner appointed by the relevant Faculty Board.
- 27.2 The minimum qualification normally required for a First Examiner (Primary Instructor) is three years experience as an examiner of which one year should be as an examiner in the Mico University College.
- 27.3 Where a qualified First Examiner cannot be found from among the teachers of a course the Second Examiner shall approve the 2question paper and mark the scripts.
- 27.4 **The duties of the First Examiner (Primary Instructor) shall include:**
- (i) Setting the question paper in consultation with the other Examiners
 - (ii) Preparing a camera-ready copy of the question paper. The question paper shall be prepared on such forms as may be prescribed by the University Registrar and which shall be signed by the First Examiner and Second Examiner, and where applicable the University Examiner.
 - (iii) Transmitting, by the prescribed deadline, the approved question paper in the camera-ready form duly signed, to the University Registrar who shall arrange for its reproduction.
 - (iv) Ensuring that all scripts are examined by two examiners.
 - (v) Determining the marks/grades, including standardizing the marks/grades between different examiners where appropriate, and preparing the mar-sheet/grade-sheet.
 - (vi) Forwarding copies of the signed mark-sheet/grade-sheet by the prescribed deadline date simultaneously to the Examination Coordinator and the University Registrar on completing the examination(s) of each course.
 - (vii) Forwarding to the University Examiner/External Examiner through the University Registrar immediately on completion of marking, the mark-sheet / grade-sheet appropriately signed; the final question paper(s); the relevant marking schemes; solutions and other relevant examination material together with a sample of the scripts and coursework exercises covering performance at all grades chosen on the advice of the Examination Coordinator.
 - (viii) Attending the relevant meeting of the Board of Examiners.
- 27.5 The setting of a draft question paper should normally reflect the consensus of all examiners concerned. In the final assessment, the judgement of the First Examiner / Primary Instruction shall prevail over that of the other examiners in the paper(s) for which he/she is responsible. No draft question paper shall be adopted as a final examination paper unless it has been signed by the First Examiner/Primary Instructor and the Second Examiner.

- 27.6 The First Examiner (Primary Instructor) for each paper or an Examiner designated to the purpose by the Examination Coordinator shall be responsible for checking the accuracy of the final question paper and any auxiliary material not later than two (2) working days before the date of the examination.
- 27.7 Regulations 26.3; 27.5; 27.10 – 27.15, shall not apply to that element in a course which consists of examination by course work, where that element counts for not more than 50% of the final mark.
- 27.8 In instances where the coursework element in a course counts for **not** more than 60% of the final mark in that course, the coursework should be examined by at least two Examiners, but without reference to the University Examiner or the External Examiner. The final mark for the coursework shall be determined by the First Examiner (Primary Instructor).
- 27.9 In instances where the coursework element in a course counts for more than 60% of the final mark in that course, a sample of the coursework shall also be reviewed by the University Examiner or the External Examiner although the final mark shall be determined by the First Examiner (Primary Instructor).
- 27.10 In marking of scripts the First Examiner (Primary Instructor) shall ensure that the total mark for each question is recorded both at the end of each question and on the cover of the answer book and that the total mark for the examination is recorded in whole numbers.
- 27.11 The First Examiner (Primary Instructor) is responsible for the standard of the examination and shall, in the discharge of this responsibility, determine the final mark for the paper(s) for which he/she is responsible. The University Examiner, wherever possible, should not be named First Examiner (Primary Instructor).
- 27.12 The First Examiner (Primary Instructor) is responsible for entering the marks electronically / (submitting the mark-sheet / grade-sheet to the Examinations Department) by the prescribed deadline date.
- 27.13 The Electronic grades must be approved by the Dean. Where hard copies of the mark-sheet/ grade-sheet are submitted, these must be signed by the First and Second examiners and where appropriate the University Examiner/External Examiner.
- 27.14 Where the First Examiner (Primary Instructor) is the same as the University Examiner, the Second Examiner is required to perform full examining duties. Should there be a difference of opinion between the First Examiner and the Second, an Independent Examiner / Re-Marker shall be nominated by the Faculty Board for the approval of Academic Board.
- 27.15 In the marking of the scripts there shall normally be consultation between the First Examiner (Primary Instructor) and the other Examiner(s). In the final assessment, the judgement of the First Examiner (Primary Instructor) shall prevail over that of the other Examiner(s) in the paper(s) for which he/she is responsible.

27.16 It is the duty of the appropriate First Examiner to be in attendance at the start and during the first half-an-hour of each written/practical examination. Where the examination is held in place where there are no "resident" examiners, the First Examiner (Primary Instructor) shall be available for the fir half-an-hour of that examination to respond to telephone enquiries

28. Second Examiners

28.1 The minimum qualification normally required for a Second Examiner is three years experience as an Examiner of which one year should be as an examiner in the Mico University College.

28.2 The duties of the Second Examiner shall include reviewing the marking of all scripts especially in all failing and borderline cases and exceptionally high marks/grades.

28.3 The setting of the draft question paper should normally reflect the consensus of all examiners concerned. In the final assessment, the judgement of the First Examiner / Primary Instructor shall prevail over that of the other Examiners in the paper(s) for which he/she is responsible. Not draft question paper shall be adopted as a final examination paper unless it has been signed by the First Examiner (Primary Instructor) and the Second Examiner.

28.4 In the marking of the scripts there shall normally be consultation between the First Examiner (Primary Instructor) and the other Examiner(s). In the final assessment, the judgement of the First Examiner (Primary Instructor) shall prevail over that of the other Examiner(s) in the paper(s) for which he/she is responsible.

28.5 Where a hard copy of the mark-sheet/grade-sheet is prepared, it must be signed by the First and Second examiners and where appropriate the University Examiner / External Examiner.

29. University Examiners

29.1 University Examiners shall be appointed by the Academic Board / Board for Undergraduate Studies following receipt of nomination from the relevant Faculty Board through the Deans by the 30th April of the preceding relevant year. Such appointment shall normally be for periods of three years in the first instance.

29.2 A University Examiner shall be appointed by Academic Board (Board of Undergraduate Studies) for all Level II and Level III (Years 2 and 3) examinations for each area of study into which the work of the teaching department may be divided. In making such appointments the Academic Board (Board of Undergraduate Studies) shall specify the courses for which each University Examiner is responsible.

- 29.3 Where a qualified First Examiner cannot be found from among the teachers of a course, a University Examiner must be appointed who shall approve the question paper and mark the scripts.
- 29.4 The minimum qualification normally required for a University Examiner are:
- (a) Professor or Senior Lecturer with at least one year's experience as an examiner in the Mico University College
 - (b) Lecturer with at least five years experience of which three must be as an Examiner in the Mico University College.
- 29.5 Where these criteria cannot be satisfied, a special case which shall include a full statement of the examining experience of the proposed examiner must be made to the Academic Board (Board of Undergraduate Studies).
- 29.6 The duties of the University Examiner shall include:
- (a) Undertaking a review of the standard of each examination after the scripts have been marked;
 - (b) Acting as a reviewer, advising in this capacity, on curricular matters in the area of study to which he/she is appointed.
- 29.7 In relation to the review of each examination the University Examiner shall:
- (a) Receive from the Examination Coordinator a sample of the scripts and where relevant, the coursework for each of the course for which he/she is responsible together with the question paper, mark-sheet/grad-sheet, marking schemes, solutions etc. (Ref. Reg. 27.4 (vii)).
 - (b) After reviewing the material sent to him/her the University Examiner shall write a report to the University Registrar on each course examined. Copies of all reports from University Examiners shall be sent by the Head, Examinations Department to the University Registrar, the President, appropriate Deans and Head of Department, Chair, Committee on Examinations, the Vice President Academic Affairs / Board of Undergraduate Studies and the Curriculum Unit. The University Examiner shall forward, through the Head of Examinations Department, the sample of scripts and the question paper, mark-sheet / grade-sheet, marking schemes, solutions etc., to the External Examiner where appropriate.
 - (c) The University Examiner shall submit his/her report(s) no later than four weeks after the end of the examination period for Semester I and II and two weeks after the end of the Summer Session examinations.
- 29.8 Unless Faculty Regulation prescribes otherwise, the number of scripts and coursework exercises submitted to the University Examiner in relation to each course under Regulation 29.7 (a) shall be 20% OR 30, whichever is the greater, subject to a maximum of 50.

- 29.9 (a) Regulations 26.3; 27.5; 27.10 – 27.15, shall not apply to that element in a course which consists of examination by course work, where that element counts for not more than 50% of the final mark.
- (b) In instances where the coursework element in a course counts for **not** more than 60% of the final mark in that course, the coursework should be examined by at least two Examiners, but without reference to the University Examiner or the External Examiner. The final mark for the coursework shall be determined by the First Examiner (Primary Instructor).
- (c) In instances where the coursework element in a course counts for more than 60% of the final mark in that course, a sample of the coursework shall also be reviewed by the University Examiner under Reg. 29.7 (a) above, although the final mark shall be determined by the First Examiner (Primary Instructor).
- 29.10 The Academic Board shall consider in what courses or group of courses it is necessary or desirable to appoint External and Independent Examiners and, in any case in which the Academic Board consider it to be necessary to appoint such examiner, Academic Board (the Board of Undergraduate Studies) shall make such appointment on such terms and conditions as it shall think fit.

30. External Examiners

- 30.1 External Examiners shall be appointed by the Academic Board (Board of Undergraduate Studies) following receipt of nomination from the relevant Faculty Boards through the Deans. New and Continuing appointment of External Examiners shall be recorded by the Academic Board (Board of Undergraduate Studies) by the 3rd week of Semester 1.
- 30.2 No person who is for the time being a teacher, a member of the Faculty Board, Academic Board council of the University College shall be an External Examiner nor shall any former teacher or member of the Faculty Board be appointed an External Examiner until he/she has ceased to be such a teacher or member of any of the above Board, council or Committee for a period of at least three years.
- 30.3 At the time of nomination of External Examiners, their degrees, relevant professional qualification, University titles and/or current academic appointment shall be stated.
- 30.4 An External Examiner shall be appointed for any course for not more than three years in the first instance. Such appointment may be extended, provided that no external Examiner may thereby be enabled to hold office for a total period of more than six consecutive years.
- 30.5 Each External Examiner shall receive such scripts and coursework exercises covering performance at all grades, chosen on the advice of the Examination Coordinator in consultation with the Curriculum Specialist, together with:
- (i) The mark-sheet/grade-sheet appropriately signed;
 - (ii) The final question paper(s);

- (iii) The relevant marking scheme, solutions and other relevant examination material as may be referred to him/her in accordance with Faculty Regulations and approved by Academic Board/Board for Undergraduate Studies.
 - (iv) Unless Faculty Regulations prescribe otherwise the number of scripts and coursework exercises submitted to the External Examiner in relation to each course shall be 20% or 30 whichever is greater, subject to a maximum of 50
- 30.6
 - (i) The packets of scripts, coursework exercises and other examination material referred to at Regulation 30.5 above shall be prepared by the Examination Coordinator and delivered to the University Registrar for dispatch to the External Examiner.
 - (ii) Each External Examiner shall return to the University Registrar in seal packets all scripts and such other examination exercises as may have been referred to him/her.
- 30.7 The minimum duties of an External Examiner shall be:
 - (i) To review and comment on specific and such other examination material as may be referred to him/her by the University Registrar;
 - (ii) To report to the University Registrar on the standard of the examination as a whole;
 - (iii) To perform such other duties as may be required by Faculty Regulation approved by the Academic Board / Board for Undergraduate Studies.
- 30.8 Copies of reports from External Examiners shall be sent by the University Registrar, to the Chair Board for Undergraduate Studies, appropriate Deans and Heads of Department, the Chair, Committee on Examinations, the Vice President Academic Affairs, the Curriculum Unit and the Quality Assurance Unit.
- 30.9 Each Faculty shall set up a small committee to study the reports of the University Examiners and the External Examiners and determine what changes, if any, the Faculty ought to make to improve the University's operations. Each Faculty shall make an annual report to the Board from Undergraduate Studies, the Chair of Academic Board and Deans of Faculties and shall take steps to ensure that the recommendations are implements. Each annual report shall indicate what steps have been taken on the previous year's recommendations.

31. Assistant Examiners

- 31.1
 - (i) In exceptional circumstances of large classes of written examinations (i.e. at least 150 students) at Level 1, Assistant Examiners may be appointed by a Faculty Board to assist the Examiners in marking scripts. The minimum qualification for an Assistant Examiner shall be a University Degree in the relevant discipline and at least one year's experience at the level of part-time Tutor in the University College, or above.
 - (ii) In the case of Level II, the minimum qualification shall be a postgraduate degree in the discipline.

32. Independent Examiners

- 32.1 A Panel of Independent Examiners shall be named from within or without the University College by the relevant Faculty Board for the purpose of re-marking of scripts where necessary. Such nominations should be made at the same time as the appointment of First, Second and University Examiners and External Examiners.
- 32.2 Where a re-marking is required the University Registrar shall request the Head of the Department concerned or, in his/her absence the Dean, to select a new and independent Examiner from the panel. Such person shall be appointed by the Chair of the Board for Undergraduate Studies to re-mark the script. The appointment shall be made within one week of the date on which the request is made. Where the Chair of the Board for Undergraduate Studies deems it necessary, more than one Examiner may be nominated and appointed. Such recourse shall not normally be used except where a team of Examiners has already been involved in the initial examination of the candidate involved.
- 32.3 Where the Head of the Department is an Examiner, the selection shall be made by the Dean and vice versa. Where both the Dean and the Head of Department are Examiner, the Chair of the Board of Undergraduate Studies shall make the appointment after such consultation, as he/she considers appropriate.
- 32.4 The new examiner(s) no later than 10 days after receiving the script(s) shall return the re-marked script(s) with a written report and where applicable, signed mark-sheet/grade-sheet to the University Registrar.

33. Board of Examiners

- 33.1 For each Faculty there shall be a Board of Examiners.
- (i) The Chair of a Board of Examiners shall be the relevant Dean.
 - (ii) The quorum of each Board of Examiners shall be stated in the relevant Faculty Regulations as approved by the Academic Board.
 - (iii) The results obtained by all students in each course examination shall be presented by the Coordinators to a Board of Examiners of the Faculty.
 - (iv) The Chair of the Committee of Examinations and the Chair, Board of Undergraduate Studies may attend meetings of Boards of Examiners in order to advise on the interpretation of Examination Regulations.
- 33.2 The Faculty Board shall delegate to the Board of Examiners the responsibility for determining the examination results.
- 33.3 Pass Lists for finalizing students, issued subject to approval by the Academic Board shall be posted by the Examinations Department on the Official Examination Notice Board and the University College Website. Such posting shall be the only official notification of the results.

- 33.4 The University Registrar shall forward to the Academic Board for approval, the lists of students for the award of Degrees or Diplomas and their results.
- (i) All proceedings at meeting of examiners shall be strictly confidential. Except as provided in (ii) and (iii) below, examination results and grades shall not be communicated in advance of publication to anyone except the appropriate officers of the University College. Such Officers shall not themselves communicate this information to any student. Copies of examination marks/grades circulated to Boards of Examiners shall be treated as secret and confidential. This First Examiner (Primary Instructor) for the course may, after publication of the Official Pass List, disclose the marks/grades to the student.
 - (ii) In respect of coursework, Examiners shall inform students in writing, marks/grade for individual pieces of coursework. Such information shall be communicated to student within 3 weeks of the test or submission.
 - (iii) Dean of Faculties or Chair of Board of Examiners are permitted, in cases where this is considered necessary, to advise students of their performance at examinations before or after the official pass lists are published.
 - (iv) After the publication of official pass lists, the University Registrar is authorized to issue final grades and points to individual students. Deans and Heads of Department are also authorized to issue such information.

(B) EXAMINATION MATERIALS

34. Security of Examination Materials

- 34.1 All examination material (papers, scripts or otherwise) shall be addressed to the University Registrar under confidential cover and sealed and submitted to the Examinations Section by the Examination Coordinator.
- 34.2 All Examiners and Administrative Staff concerned with the examination process are required to preserve the secrecy of examination material (question paper, scripts, mark/grades or otherwise) at all stages until official results are published. Information may be disclosed by examiners only to those colleagues or official of the University College specially appointed to deal with the examination(s) concerned. The First Examiner (Primary Instructor) for the course may, after publication of the Official Pass List, disclose the final mark to the student.
- 34.3 Examiners must not transmit examination question papers or mark-sheet/grade-sheets by facsimile machines or other means of unencrypted telecommunication, without all precautionary measures being taken to ensure confidentiality of the process.
- 34.4 Formal consultation between Examiners and the External Examiner(s) shall be conducted through the University Registrar.
- 34.5 In addition to these Regulations on the role and duties of Examiners, all Examiners should consult the relevant Faculty Regulations.

SECTION VII
CONDUCT OF WRITTEN EXAMINATIONS – INVIGILATORS

35. Duties of the Invigilator at Written Examinations

- 35.1 Each examination room shall be under the specific direction of a senior member of academic staff who shall be at least a lecturer of some years standing, to be called the Chief invigilator. Where the criteria cannot be fulfilled, a Chief Invigilator may be appointed at the discretion of University Registrar on the recommendation of the Head of the Examinations Department / Senior Assistant Registrar in charge of examinations. In no case shall the Chief Invigilator be the Primary Instructor for the course(s) being examined.
- 35.2 The ratio of Invigilators to student shall be 1:20 and 1:30, except in the case of a single student the minimum number of Invigilators shall consist of the Chief Invigilator and one Assistant.
- 35.3 Invigilators shall be appointed by the University Registrar.
- 35.4 Having once accepted responsibility to invigilate in a particular examination, no Invigilator shall withdraw his/her services except in a case of emergency. In such emergency, it shall be the responsibility of the Invigilator to inform the University Registrar, (i.e. the Head, Examinations Department) as soon as possible after such emergency arises.
- 35.5 The Invigilator(s) shall attend at the examination room at such time as shall be prescribed by the University Registrar, but in no case less than one hour before the examination is due to begin.
- 35.6 Invigilators who do not arrive on time should explain their lateness to the Chief Invigilator who shall make a report to the University Registrar.
- 35.7 The Chief Invigilator shall collect the question papers and where necessary the key for the examination room at the Examinations Department. He/she should check the titles of the question papers against the list of examination provided by the Examinations Officer and take the question papers to the examination room at least one hour before the examinations are scheduled to begin.
- 35.8 It is the duty of the Chief Invigilator to arrange the distribution to students of suitable answer books, string and any other material recommended by the Faculty Board / Head of Department concerned for the particular examination. Only one answer book shall be handed to each student at the start of the examination (Ref. Reg. 21.21)

- 35.9 No persons other than those officially concerned with the examination may be admitted to the examination room. Examiners may attend at any time during any examination in the course(s) for which they are responsible.
- 35.10 The Chief Invigilator is expected to see that students do not use or have access during the examination to articles, paper, book or aids (or other than those permitted by the Faculty Board / Department for the paper). Such unauthorized material must be deposited by the students before the start of the examination as prescribed in Regulation 22.5)
- 35.11 The Chief Invigilator shall admit students to the examination room in sufficient time so as to allow all students to be seated and question papers or laboratory materials distributed by the hour fixed for the start of the examination.
- 35.12 Responsibility for the distribution of the question papers shall rest with the Chief Invigilator.
- 35.13 When the students are seated, the Chief Invigilator shall open the sealed envelope(s) and supervise the distribution of question papers and other approved examination material to each student. The Invigilator(s) must, on no account supply copies of the question papers to persons other than the students and the Examiners present except on written instructions from the University Registrar.
- 35.14 Before the start of the examination the Chief Invigilator shall:
- (a) Announce that all unauthorized material brought into the room by any student must be deposited at the place provided for this purpose and that any unauthorised material found subsequent to that announcement will be regarded as evidence of attempting to cheat.
 - (b) Invite students to surrender to him/her an unauthorized material still in their possession.
 - (c) Ask students to check their question papers to ensure that each has a complete paper.
 - (d) Announce that any writing found on a student's examination card other than the timetable will be regarded as an examination irregularity.
- 35.15 Students shall not be permitted to write until permission is given by the Chief Invigilator at the scheduled hour.
- 35.16 The Invigilator(s) shall on no account give information to a student who asks questions about the contents of a question paper or doubts its accuracy even though it may appear that there is a printing error. Where the examiner is not present in accordance with Regulation....., the Chief Invigilator shall refer any question of this nature to the University Registrar who will ask an examiner in the subject to attend at the examination room.

- 35.17 If the Chief Invigilator admits a student arriving more than half-an-hour late, he/she shall:
- (a) Make it clear to the student that the Mico University College reserves the right to refuse to accept work done in that examination;
 - (b) Make a full report in writing to the University Registrar stating the time of admission, whether any student had previously left the room, and any special reasons given by the student for his/her lateness.
- 35.18 As soon as possible and not later than half-an-hour after the start of the examination, the Chief Invigilator shall check the student' Identification Numbers against the Class lists provided by the University Registrar. Absentees shall be noted on the list, which shall be signed and returned to the University Registrar at the conclusion of the examination.
- 35.19 Throughout the course of the examination, Invigilators shall maintain constant watchfulness to prevent students from availing themselves of unfair assistance, either by consulting book or notes (other than those agreed by the Faculty Board / Department concerned) or by communicating with or copying from another student, or by any other means. Invigilators shall ensure that silence is maintained.
- 35.20 Invigilators shall ensure that no disturbance interferes with the proper conduct of the examination. They shall report any irregularity to the Chief Invigilator who shall report same to the University Registrar in writing.
- 35.21 The Chief Invigilator shall require students who are permitted to leave before the end of the examination period to hand in their scripts directly him/her before they leave. The Chief Invigilator shall ensure that such student receives a receipt for his/her script. (Ref. Reg. 21.18)
- 35.22 The Chief Invigilator shall allow for each examination the time specified and no more.
- 35.23 At the conclusion of each period of examination the Invigilator(s) must collect from the desks, the students' answer books and whilst collecting the answer book he /she must see that each student's number and the title of his/her paper have been inserted upon his/her book making initialling any correction which may be necessary. The Invigilator(s) must be careful to see that any supplementary answer books, maps or any other document(s) forming part of the student's work are securely tied inside the cover, at the back of the main answer book.
- 35.24 If a student, having appeared, has nevertheless left no work, a memorandum signed by the Chief Invigilator must be substituted for the answer book and submitted together with the other scripts or other examination exercises.
- 35.25 The Chief Invigilator must then check the answer books or other examination exercise using the class lists of students provided.

- 35.26 The Chief Invigilator must ensure that no answer book or other examination exercise has remained uncollected and that no spare question paper or spoiled book is left on the desks.
- 35.27 When the Chief Invigilator has collected all the answer books or other examination exercises, or material, he/she shall enclose them in numerical order in the envelope(s) or other container(s) provided and shall write on the envelope(s) or other container(s) the total number of the scripts or other examination exercises enclosed. He/She shall enclose copies of the question paper with the appropriate scripts or other examination exercises and return the remaining copies of the question paper to the Examinations Department. He/She shall hand the scripts or other examination exercises to the Examiner concerned who shall attend the examination room for this purpose. The Examiner shall acknowledge receipt by signing two copies of the receipt slip. One copy should be retained by the Examiner and the other returned to the University Registrar by the Chief Invigilator.
- 35.28 The Chief Invigilator should consult the University Registrar in any case of difficulty which may arise in connection with the examination.

SECTION VIII
CONDUCT OF WRITTEN EXAMINATIONS – LOST EXAMINATION SCRIPTS

36. Protocol for Lost Examination Scripts

- 36.1 In cases where it is verified that the student has taken an examination and the script/coursework paper is deemed to have been lost prior to the declaration of results, the relevant candidate shall be permitted one of the following options:
- (i) Completing a substitute examination, the form to be authorised by the Chair, Committee on Examinations and abiding by the grade obtained there from.
- OR
- (ii) Writing the next scheduled examination in the course (e.g. a supplemental or repeat Examination and abiding by the grade obtained there from.
- OR
- (iii) Accepting the recommendation of the relevant Board of Examiners after consultation with the appropriate persons, in relation to the result.
- 36.2 In cases where a re-mark has been requested and the relevant script cannot be retrieved, the student shall be permitted one of the following options:
- (i) Accept the final grade as being the average of his/her overall performance in the relevant course
- OR
- (ii) To be allowed to re-sit the examination, without penalty.
- OR
- (iii) Accept the recommendation of the relevant Board of Examiners after consultation with the appropriate persons, in relation to the result.
- OR
- (iv) Accept the minimum pass mark if the original mark fell within 5 marks of the pass mark / grade.
- OR
- (v) To be allowed to take an oral examination.

SECTION IX
DECLARATION OF INTEREST

37. Declaration of Interest

- 37.1 All categories of staff are required to submit at the start of the academic year, or the start of Semester II or the start of the Summer Session as appropriate, a Declaration of interest to the University Registrar if they have a relative writing an examination in which they are involved. Failure to comply with this regulation will result in the student's results being declared null and void and the staff member being reported to the Disciplinary Committee.
- 37.2 Where a member of the academic staff has a relative writing examinations for a course taught by him/her, that member shall be debarred from the setting of the examination paper and another Examiner must be appointed to set the paper and examine a sample of the scripts, including the script(s) or f the relative. Such sample should comprise 10% of the total scripts by in no case fewer than five scripts.
- 37.3 Where a member of the Administrative Staff is registered to write any examinations, he/she shall be debarred from all aspects of the examination process.
- 37.4 Where a member of the Administrative Staff has a relative writing examinations, he/she shall be debarred from all aspects of the examination process.
- 37.5 For the purpose of these Regulations, a person shall be deemed to be related to the student as a parent, child, grandparent, grandchild, step-parent, step-child, sibling, spouse, fiancé, fiancée or cohabite/cohabitee or any offspring of the above.

SECTION X AUTHORITY

38. Authority for the Conduct of Examinations

- 38.1 The conduct of examination in conformity with these Regulations and the decisions of the Academic Board shall be under the overall administrative control of the University Registrar. However, in an emergency affecting the conduct of an examination, the Assistant Registrar / Head of the Examinations Department shall act on the advice of the Chair of the Committee on Examinations, who shall consult the relevant Dean(s).
- 38.2 An Examination Regulation may be waived by the Chair, Academic Board who shall report his/her action to the next meeting of the Board.
- 38.3 Where there is conflict between Faculty Regulations and these Regulations, these Regulations shall apply.

These Regulations revised August 2015, shall supersede all previous Regulations