

# CHAPTER 1

## 1.0 INTRODUCTION

### 1.1 Relevant Statute on Examinations

The University of Nairobi offers a wide variety of courses leading to the award of certificates, diplomas, undergraduate and postgraduate degrees. Learning in each of these courses is measured, assessed and evaluated using a variety of examinations and instruments of measurement.

These examinations are administered under the University of Nairobi Statute XXIV - 1985 which states that;

#### **Recent Statutes:**

- (i) University Examinations shall be conducted under the control of Senate
- (ii) There shall be internal and external examiners for university examinations appointed by the Senate upon the recommendations of the College Academic Boards, who shall prepare examination papers where appropriate and examine students in the papers assigned to them by Faculty, Institute or School.
- (iii) External examiners shall be appointed from outside the University.
- (iv) In the case of re-examination, at a special examination of candidates who have failed in the ordinary University examinations, a moderator may be appointed from within or outside the university provided he had no part in teaching the candidate in the subject of the paper under examination.
- (v) Every candidate for a University examination shall pay to the University, in respect of such examination, such fees as the Council shall from time to time, prescribe.

The Office of the Deputy Vice-Chancellor (Academic Affairs) has the overall responsibility of coordinating the arrangements of all University of Nairobi Examinations under the direction of Senate.

The Examinations are centrally coordinated from the Academic Division, Examinations Section. The Examinations Section organises for the administration of all the end of semester written examinations for undergraduate and postgraduate students.

Faculties, Schools and Institutes process postgraduate project examinations after which those who are deemed to have passed submit copies of their projects to the Board of Postgraduate Studies (BPS).

The Board of postgraduate Studies (BPS) deals with examination of Masters and Doctor of Philosophy theses.

## **1.2 Role of Senate**

The University of Nairobi Senate notwithstanding the provisions of the University of Nairobi Act shall have the following powers and duties regarding examinations:

- (i) To propose regulations to be made by the council regarding the standard of proficiency to be gained in each examination for a degree, diploma, certificate or other award of the University;
- (ii) To decide which persons have attained such standard of proficiency and are otherwise fit to be granted a degree, diploma, certificate or other award of the university.

Senate approves the schedule of all the academic programmes including the examination schedule as it is illustrated in table 1 below.

**Table 1: Schedule of Examination Activities from the start of the Academic Year**

<b>TIME FRAME</b>	<b>ACTIVITY</b>	<b>SEMESTER</b>	<b>RESPONSIBILITY</b>
1 <sup>st</sup> – 3 <sup>rd</sup> Week	Nomination of Internal and External examiners.	I	Chairmen/Deans, Directors/Principals
	Course/Examination registration.	I	Chairmen/Deans Directors/Principals
4 <sup>th</sup> Week	Receipt of Nominations of Internal and External Examiners by the Examinations Office	I	Deputy Registrar (Examinations)
5 <sup>th</sup> & 6 <sup>th</sup> Week	Approval of Internal/External Examiners	I	Vice-Chancellor
	Setting of papers by Internal Examiners and submission to Chairmen	I & II	Chairmen
7 <sup>th</sup> , 8 <sup>th</sup> & 9 <sup>th</sup> Week	External Examiners moderate and return papers to the Chairmen	I & II	Chairmen
10 <sup>th</sup> Week	Submission of Time-Tables and Examinations papers for typing.	I & II	Chairmen
	Preparation of Examinations cards, class lists and marksheets	I & II	Examinations Office and Deans/Directors
11 <sup>th</sup> , 12, & 13 <sup>th</sup> Week	Typing, proofreading, collating and packaging examination papers	I & II	Examinations Office, Internal Examiners
14 <sup>th</sup> & 15 <sup>th</sup> Week	Examinations	I & II	Examinations Office/Faculties/ Schools/Institutes
3 Weeks	Marking and Submission of Results to Chairmen	After each Semester	Internal Examiners
2 Weeks (where applicable)	Internal Moderation and Release of Semester I Provisional Results	After Semester I	Chairmen/Deans
2 Weeks	External Examiners/Faculty/School Board of Examiners, College Academic Board	After Semester II	Chairmen, Deans, Directors/Principals
2 Weeks	Submission of Results to the Examinations Office	After Semester II	Deans/Directors
End of Academic Year	Approval of examination results by the Vice-Chancellor/Senate	After Semester II	Vice-Chancellor
	Submission of examination results/ reports to Senate		Academic Registrar

### **1.3 Nomination of Internal and External Examiners**

At the beginning of each academic year (i.e. 3 weeks after the start of the academic year), chairmen of departments are requested to nominate Internal/External Examiners through their Faculties/Institutes/Schools and Principal.

Nomination is done by filling form IE/1 and EE/1 for Internal and External Examiners respectively.

The form for Internal Examiners must have the course codes and titles of papers to be examined and status of the Internal Examiner. The form filled by the Chairman for External Examiner must indicate qualifications, designation, full address including telephone number, fax and email address, the courses he/she will be expected to examine.

The role of the External Examiner is to moderate the examination papers and examination scripts. The External Examiner nominated must be qualified to examine the proposed courses and must have taught at University level. He/she must be at the level of Senior Lecturer and above.

Nomination of External Examiner for the first time must be accompanied by their Curriculum Vitae.

They may serve for up to 4 – 5 years subject to annual re-nomination. After completion of the period, they may if necessary be re-nominated after a period of 3 years.

The nomination forms must be signed by the Chairman, Dean/Directors and Principal of the College and thereafter forwarded to the Deputy Registrar (Examinations).

The Deputy Registrar (Examinations), checks to confirm that the External Examiner is qualified and submits to the Vice-Chancellor for approval on behalf of Senate.

The approval of nomination is communicated to the External Examiner with copies to the Principal, Dean or Director, Chairman of Department and Finance Officer or College Bursar.

The cost of travel and accommodation for External Examiners for undergraduate courses are met by the respective colleges through the College Registrars.

The Central Administration through the Finance Officer caters for travel and hotel expenses for External Examiners for postgraduate courses as the fees for postgraduate courses are collected centrally while the fees for undergraduate students are collected by the respective colleges.

## **PAYMENT OF EXTERNAL EXAMINERS**

External Examiners are paid as follows:-

1. Mileage allowance/travel expenses where applicable i.e. air fare, transport to and from the airport/hotel to Faculty/School/Institute.
2. Honorarium of between US\$ 50 and a maximum of US \$ 150 depending on the number of candidates. This honorarium is calculated as follows:
  - (i) 1 to 20 candidates – 50 US\$
  - (ii) More than 20 candidates – 1 Dollar per candidate up to a maximum of US\$150.
  - (iii) A daily allowance of Ksh.7,500/- for meals and incidentals.

This honorarium is paid in Kenya Shillings.

## **PAYMENT OF INTERNAL MODERATORS**

Internal Moderators are paid only honorarium allowance of the equivalent of US\$ 300 i.e. US\$ 150 per semester for the two semesters. This honorarium is paid in Kenya Shillings.

## CHAPTER 2

### 2.0 CONDUCT OF UNIVERSITY EXAMINATIONS

#### 2.1 Examination/Course Registration

At the beginning of each semester, students are expected to register for courses/ examinations at their respective Faculties/Institutes and Schools. The students are required to complete their registration by the third (3<sup>rd</sup>) week of each semester.

The information and the data captured during registration for all the students is disseminated to the Information and Communications Technology Centre (ICTC) located at Chiromo Campus where the data base for all students is managed. The Student Management Information System will ensure that a nominal roll is produced for all the registered students.

#### 2.2 Types of Assessment

The following are some of the assessments, which the lecturers administer in their respective Faculties/Institutes and Schools:

- (i) Written examinations
- (ii) Oral examinations
- (iii) Practical examinations
- (iv) Exhibitions
- (v) Performance
- (vi) Project
- (vii) Thesis
- (viii) Industrial/Professional Attachments

#### 2.3 Types of Written Examinations

- (i) End of Semester Examinations
  - These are examinations conducted formally with strict regulations relating to such matters as registration of candidates, setting and moderation of examination papers, time limits, seating arrangements invigilation, marking and external moderation and processing of results.
  - These examinations are often referred to as end of semester or end of year Examinations. These examinations contribute up to 70% of the students' aggregate marks for undergraduate and diploma courses. For masters and doctoral level, end of semester examinations constitute 50% of the aggregate marks.

(ii) Continuous Assessment Tests

- The University embraces continuous mode of examination which a lecturer gives to learners to measure their degree of attainment during the course. This kind of assessment may be in the form of quizzes, tests, assignments, term papers, projects, practicals etc.
- These examinations contribute a total of 30% of the entire student aggregate marks, for undergraduate and diploma courses, and 50% for the Masters and doctoral courses.

## 2.5 Setting of Papers and Moderation

After the development of the syllabus, the internal examiner (subject Lecturer) sets the examination papers. The internal examiners set the draft examination papers and hand them over to the Chairman of the Department by the 6<sup>th</sup> week of the semester.

A good examination paper is one that is balanced and in which;

- (i) The syllabus is adequately covered.
- (ii) The questions are of comparable difficulty especially in cases where candidates have a choice.
- (iii) All the different mental abilities of knowledge, comprehension, application, analysis, synthesis and evaluation have been tested.
- (iv) All the questions are relevant and appropriate for the level.
- (v) The questions can be answered within the time allowed for the paper.
- (vi) The marking scheme tallies with the question paper and the weighting of each question is fair.

The Chairman of Department or Director of School/Institute organizes for internal moderation in which a panel of subject experts is constituted to review the items set by the internal examiner. Moderation is done to ensure that all the questions are valid and reliable.

The Chairman of Department or Director of School/Institute sends the approved internally moderated papers to the external examiners for moderation. Once the Chairman of the Department who is also the Chief Internal Examiner receives the comments from the external Examiners, appropriate amendments and corrections are made before the examination is sent to Examinations Office for typing.

## 2.6 Handling of Examination Papers

The Chairman of Department or Director of School/Institute submits the moderated examinations papers to the Examinations Officer to be typed, photocopied and packaged. The examination papers must be submitted with a forwarding note from the Chairman of Department or Director of Institute/School.

The Examinations Officer organises for the typing of all the examination papers. Once typing is finished, the Chairman of the Department/Director of the Institute or School should organise for the proofreading of the examination papers seven (7) days before the examination date by

informing the subject lecturer to come and proofread in the examinations office. The Lecturer must come with a written note addressed to the Examination Officer from the Chairman or Director of School/Institute authorizing him/her to proofread the paper.

During the proofreading stage, the subject lecturer fills the proofreading form. This form ensures that the lecturer has captured all the corrections to be made in the final draft paper, total number of candidates sitting for the paper, course code and title and the Lecturer's contacts as per Appendix 1. The corrected proof red paper is given to the Examination Secretary for input of the relevant corrections.

Once the examination paper is ready, it is recorded in the printing and packaging of examination's register. This register contains the records of all the papers to be photocopied, the number of papers, the course code and title, the date of examination and the date when the photocopying was done.

The photocopying room is restricted to authorized persons only. The Machine operator organises for the photocopying of the examination papers under the supervision of the Examinations Officer. Once all the papers have been photocopied collated and packaged, they are recorded in the Examination Register. The Examinations Officer ensures that the examination papers are kept in safe custody in the Examination office waiting for the day of collection by the Chief Invigilator as per the examination time table.

## **2.6 Instructions to Candidates**

Candidates must acquaint themselves with the seating plan before entering the examination room. The seating plan will be displayed outside the examination room at least one hour before the examination starts.

Candidates will be admitted into the examination room five minutes before the examination starts. Question papers will be placed upside down on the desks before they enter the examination room. Candidates must not turn over the question papers until the Chief Invigilator announces so.

During the five minutes, the Chief Invigilator will make the following announcements relating to the examinations: -

- (i) that any unauthorized materials should be handed over to the Chief Invigilator before the candidates take their seats.
- (ii) candidates should ensure that they write their examination numbers, title and code number for each paper on the answer books, including the continuation sheets.
- (iii) candidates should acquaint themselves with the instructions on the front page of the answer books.
- (iv) draw attention of candidates to the rubrics on the question papers, including the time allowed for answering the paper.
- (iv) on turning over the question papers, candidates should ensure that they are in possession of the correct question paper.



- (v) on turning over the question papers, candidates should check and ensure that they have all the pages comprising the question paper.
- (vi) announce when the candidates should start writing.
- (vii) draw the attention of candidates to the seriousness of cheating in the examination. In this context, cheating includes trying to copy or making reference to unauthorized material in the examination room, glancing at other candidates answers with a view to copying their answers, communicating with other candidates either verbally or through other means while writing the examinations.

**Candidates without Examination and University Identity Cards authorising them to sit for the examination will not be allowed to sit for the examinations. Each candidate is therefore required to carry with him/her into the examination room, his/her examination Card and the University Identity Card for each paper he/she is taking.**

To avoid being accused of cheating in the examinations, nothing should be scribbled on the examination cards.

To assist the Invigilators in taking the roll for those present and absent from the examinations, the examination and University Identity Cards should be conspicuously placed on the desks.

No books, mobile phones, bags, notes, rough papers and any other paraphernalia can be taken by the candidates into the examination rooms. Candidates are not allowed to bring their own mathematical tables in the examination rooms, they will be provided with official mathematical tables in the examination rooms.

Invigilators shall have power to confiscate any unauthorised materials or aid brought into the examination room, and to expel from the examination room, any candidate who creates a disturbance in the examination room. The Invigilators shall report to the Examination Officer, any case of a candidate suspected of giving or receiving unauthorised assistance, or of attempting to do so, and the Examinations Officer shall have power to take any further steps he may consider necessary including reporting the matter to the Chairman of Department or Director of School/Institute.

**No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination. Similarly, no candidate will be permitted to leave the examination room until thirty minutes after the start of the examinations.**

No candidate will be permitted to leave the examination room during the last ten minutes of the examination, except in a case of emergency.

At the end of the examination, and on the instruction from the Chief Invigilator, candidates must stop writing and assemble their scripts. The scripts should be left on the desks, unless instructed otherwise.

Smoking is not allowed in the examination room.

## **2.7 INVIGILATION**

### **(a) Introduction**

This guide is to be used in the administration of supervision and invigilation of University examinations. All officers having examination duties must read them in full. Each official needs to understand his/her own role and that of others involved and follow the instructions in this manual carefully.

The Chairman/Director, in liaison with the Faculty or School Administrator is responsible for the proper and successful conduct of the administration of examinations in the School or Institute and his/her duties include:

- (i) identification and recruitment of the right officer and lecturer to whom examination duties including supervision and invigilation will be delegated; Invigilators should be in the ratio of 1:50 candidates.
- (ii) briefing of supervisors and invigilators to whom duties are delegated on the conduct of examinations;
- (iii) organise for the receiving of examination materials and question papers from the Examinations Officer and ensure that there is proper security of examination papers and examination stationery in the college/school/institute.
- (iv) arrange for the secure return of all marked scripts and relevant examination documents, at the end of the examinations.

### **(b) Before the Examination**

In areas where there are two or more papers are being taken in the same room for instance in Taifa Hall, the Examinations Officer will draw a seating plan for the various groups taking examinations in those rooms. It is the duty of the Invigilators to organise the seating plans for their particular groups, and also in rooms with one group of candidates.

For each examination, each Department should designate one of the Internal Examiners to act as the Chief Invigilator. Each Chief Invigilator will collect personally from the University Examinations Officer the sealed envelope containing the question papers and should sign for them. The envelope must not be opened until inside the examination room, at the time of the examination.

Invigilators should be present in the examination room at least thirty (30) minutes before the start of the examination.

Before the candidates are admitted to the examination room, Invigilators must ensure that:

- (a) The question papers are laid on the desks, upside down, according to the seating plan;

- (b) Answer books are also laid on the desks according to the instructions regarding numbers for the answer books for each paper;
- (c) Any other materials required for the examination such as log tables, graph papers and charts are also placed on the desk of each candidate as necessary.

Invigilators should admit candidates to the examination room at least five minutes before the start of the examination and they should ensure that they take the places assigned to them on the seating plan. No candidates should be allowed into the examination room unless they show their examination cards authorizing them to sit for the examinations.

Candidates should display their Examination and University Identity Cards on their tables as a means of identification. Unauthorised materials such as handbags, books and other similar articles must be deposited with the Invigilator before the candidates are allowed to take their seats in the examination room.

If a candidate whose number is not included in the seating plan presents himself/herself for the examination, the Invigilator should:

- (a) ask him/her to state the precise title of the paper he/she is supposed to take
- (b) check whether he/she is not supposed to be in another examination room. If the candidate is correct, he/she should be admitted to a spare place and allowed to sit the paper. The index number of the candidate and other particulars should, however, be reported to the University Examinations Officer as soon as possible.

During the five minutes before the start of the examination the Chief Invigilator should:

- (a) announce that any unauthorized materials should be handed over to the Chief Invigilator before the candidates take their seats;
- (b) candidates should ensure that they write their examination numbers, title and code number for the paper on the answer books, including the continuation sheets;
- (c) candidates should acquaint themselves with the instructions on the front page of the answer books;
- (d) draw attention of candidates to the rubrics on the question papers, including the time allowed for answering the paper;
- (e) on turning over the question papers, candidates should ensure that they are in possession of the correct question paper;
- (f) on turning over the question papers, candidates should check and ensure that they have all the pages comprising the question paper;
- (g) announce when the candidates should start writing;
- (h) draw the attention of candidates to the seriousness of cheating in the examination. In this context, cheating includes trying to copy or making reference to unauthorized material in the examination room, glancing at other candidates' answers with a view to copying their answers, communicating with other candidates either verbally or through other means while writing the examination.

**(c) During Examinations**

During the examination one invigilator should be in-charge of a maximum of fifty candidates.

Invigilators should not admit candidates to the examination room after half an hour from the start of the examination, but may exercise discretion for candidates with good reasons for lateness and report such cases to the University Examinations Officer immediately after the examination.

Invigilators should not permit candidates to leave the room until after thirty minutes have passed after the start of the examination.

At the end of the first half hour, Invigilators should check the registration numbers supported by examination Card and University Identity Cards of the candidates present for the examination. This should be done by ticking ( ✓ ) in the list containing the examination numbers and names of candidates, which are normally attached to the envelopes containing the question papers. All candidates should display their Examination Cards and University Identity Card on the desks so as to enable Invigilators to undertake this exercise.

During the examination, Invigilators should ensure that candidates are provided with any additional requirements (e.g. extra paper, blotting paper, log tables, etc.). Answer books must be filled before additional paper is provided but candidates may be permitted to do rough work on the left-hand pages on the understanding that this is crossed out at the end of the examination.

No candidate should be permitted to leave the examination room except in an emergency case.

Candidates who wish to leave the examination room before the end of the examination time shall hand in their scripts to the Invigilator before leaving the room.

No candidate shall be permitted to leave the examination room during the last ten minutes except in case of emergency.

A candidate who is found contravening the University Examination Regulations including cheating in the examinations shall **NOT** be allowed to continue with the examination. However the invigilator(s) should report in writing to the Chairman of Department or Director of School/Institute within forty eight (48) hours.

Invigilators shall have the power to confiscate any unauthorized book, manuscript, or any other aid brought into the examination room.

Invigilators shall have the power to expel from the examination room any candidate who creates a disturbance. Cases of this nature should, however be reported immediately after the examination to the Chairman of Department or Director of School/Institute.

It is part of the Invigilator's duty to move about in the examination room as quietly as possible at frequent intervals.

Invigilation is a very important responsibility for the smooth conduct of examinations. It therefore needs the fullest attention of the Invigilators. In this connection Invigilators should not be involved in any other work, such as marking scripts, reading newspapers or novels during the time of invigilation.

### **(d) At the End of the Examination**

At the end of the examination Invigilators shall instruct the candidates to stop writing.

Invigilators shall not permit candidates to leave their places until the scripts have been collected and Invigilators have checked that the total number of scripts corresponds with the total number of candidates counted previously.

Whenever separate answer-books have been used for different parts of the paper, they must be collected in separate piles and candidates should be warned at the outset not to tie separate sections together.

Every candidate must submit a script for every part of the examination even if he/she has not answered any question in that part. Invigilators should warn the candidates to ensure that every part is clearly identified by the candidate's examination number.

The Chief Invigilator shall immediately hand over the scripts to the Chief Internal Examiner. Invigilators shall be responsible in all cases for loss, damage, etc., of their scripts until they are checked, accepted and signed for as correct by the Chief Internal Examiner.

## **2.8 Examination Rooms and Materials**

### **2.8.1 Examination Rooms**

Departments, Faculties, Schools and Institutes allocate the rooms where the examinations are to be sat.

They must ensure that the rooms have adequate lighting, appropriate furniture and be large enough to accommodate all the candidates.

Ensure that during examinations:

- (a) If necessary, candidates should be searched to ensure that they do not enter with any unauthorized materials to the Examination Rooms.
- (b) Candidates do not enter the examination room in advance allegedly to revise for the Examination.
- (c) There is no movement (in and out) of the examination room while the examination is in session.
- (d) The Invigilators must not leave the examination room during the examination session

### **2.8.2 Examination Cards**

The Faculty/School/Institute's Administrator must ensure that they collect the examination cards from the Examination Officer upon production of a full list of candidates as indicated in the examination timetable.

All students must ensure that they obtain their examination cards from their Faculty/School/Institute in order to be allowed to sit for the examinations.

### **2.8.3 Examination Answer Book**

The College Administrators will organize to collect all the examination answer booklets from the Examination Office. The requests should include the total number of candidates registered in all the courses. It is important to note that all University End of Semester Examinations must be answered in the University answer booklets unless otherwise advised.

Each candidate is to be issued with one answer booklet of varying pages depending on the nature of the examination.

All invigilators are advised to collect the answer booklets from the Chairman/Deans/Directors and **NOT** from the Examinations Office.

No student is allowed to carry away any extra writing material from the Examination room.

The Chief Invigilator should return all unused examination materials including answer booklets to the Chairman/Dean/Director.

## **2.9 Submission of Approved Examination Results and Consolidated Mark sheets**

### **2.9.1 Examination Results**

The end of academic year examination results for all the candidates includes the continuous assessment tests and the first and second semester examinations.

After marking the end of the year examinations, the Deans and Directors process the results according to the format approved by the Senate.

The examination results once approved by the Faculty/School/Institute Examination Board are to be forwarded to the College Academic Board for ratification. The College Principal will forward the approved results to Academic Registrar in hard and soft copy.

The Academic Registrar shall forward the results to the Vice-Chancellor to approve them on behalf of Senate. The Academic Registrar will communicate the approved results to the students especially those who have not satisfied the examiners or have any cases related to examinations irregularities.

### **2.9.2 Consolidated Mark sheets**

The Deans and Directors prepare the consolidated marksheets at the end of the academic year examinations. The consolidated mark sheet should have names of all the candidates in the class who sat examinations and the marks attained in each unit taken in the academic year in question.

The prepared consolidated mark sheets are submitted in both the soft and hard copies to the Academic Registrar within three weeks from the date of approval by the Faculty/School/Institute Examiners Board meeting.

Utmost accuracy should be observed when preparing consolidated mark sheets as they are used for preparation of academic transcripts.

### **2.9.3 Reporting of Examination Offences**

All cases of cheating in examinations or plagiarism are reported in writing within forty eight (48) hours by the supervisor/invigilator to the Chairman of Department or Director of School/Institute. Subsequently the Dean/Director of Faculty/School/Institute shall immediately forward the case to the Principal of the respective College for a disciplinary committee to be constituted. The Dean/Director's letter to the Principal shall be copied to the Deputy Vice-Chancellor (AA) and the Academic Registrar for information.

### **2.9.3 Classification of Grades**

At present the pass mark levels for various Faculties/Schools vary from one Faculty/School to another. The same applies for the grading and degree classification systems for different Faculties/Schools.

As recommended by Senate, The Deans' Committee is looking into the uniform grading system and classification of degrees, with a view to standardizing them throughout the University.

In the meantime, the existing grading and degree classification systems for the various Faculties/School is as indicated below:

#### **1. Faculty of Agriculture**

The pass mark in each paper and in the overall examination is 40%.

The grading/degree classification system is as follows:

First Class Honours	-	70%	-	100%	(A)
Second Class Honours					
Upper Division	-	60%	-	69%	(B)
Lower Division	-	50%	-	59%	(C)
Pass	-	40%	-	49%	(D)
Fail	-	39% and below			(E)

The degree classification system is based on the average marks obtained in the second and third year examinations.

## 2. School of the Built Environment

The pass mark in each paper and in the overall examination is 40%.

The grading/degree classification system is as follows:

First Class Honours	-	70%	-	100%	(A)
Second Class Honours					
Upper Division	-	60%	-	69%	(B)
Lower Division	-	50%	-	59%	(C)
Pass	-	40%	-	49%	(D)
Fail	-	39% and below			(E)

The degree classification system is based on the average marks obtained in the second and third year examinations.

## 3. Faculty of Arts

The pass mark in each paper and in the overall examination is 40%.

The grading/degree classification system is as follows:

First Class Honours	-	70%	-	100%	(A)
Second Class Honours					
Upper Division	-	60%	-	69%	(B)
Lower Division	-	50%	-	59%	(C)
Pass	-	40%	-	49%	(D)
Fail	-	39% and below			(E)

- N.B (i) The final degree classification is based on the average percentage marks obtained over the required eight papers taken during the second and third years of study regardless of the distribution of these papers between Departments.
- (ii) A candidate who qualifies for the award of the degree only after repeating the entire University examinations for either second or third year or after sitting for a supplementary examination in the third year is not eligible for the award of an honours degree.

## (4) School of Business

The pass mark in each paper and in the overall examination is 40%.

The grading/degree classification system is as follows:

First Class Honours	-	70%	-	100%	(A)
Second Class Honours					
Upper Division	-	60%	-	69%	(B)
Lower Division	-	50%	-	59%	(C)
Pass	-	40%	-	49%	(D)
Fail	-	39% and below			(E)



- N.B. (i) The Bachelor of Commerce degree is classified on the basis of the percentage marks obtained by a candidate in all the courses taken in the second and third years of study. In computerisation of the degree classification, the percentage grades obtained in the second year courses are given a weight of 0.5 and the percentage grades obtained in the third year courses are given a weight of 1.0.
- (ii) A candidate who qualifies for the award of the degree only after repeating the entire University examinations for either second or third year or after sitting for a supplementary examination in the third year is not eligible for the award of an honours degree.

### **(5) School of Education**

The pass mark in each paper and in the overall examination is 40%.

The grading/degree classification system is as follows:

First Class Honours	-	70%	-	100%	(A)
Second Class Honours					
Upper Division	-	60%	-	69%	(B)
Lower Division	-	50%	-	59%	(C)
Pass	-	40%	-	49%	(D)
Fail	-	39% and below			(E)

- N.B. The degree classification system is based on the average marks obtained in the second and third year examinations.

### **(6) School of Engineering**

The pass mark in each paper and in the overall examination is 40%.

The grading/degree classification system is as follows:

First Class Honours	-	70%	-	100%	(A)
Second Class Honours					
Upper Division	-	60%	-	69%	(B)
Lower Division	-	50%	-	59%	(C)
Pass	-	40%	-	49%	(D)
Fail	-	39% and below			(E)

- N.B. (i) The award of an honours degree in the final examination is dependent on the choice of examination subjects.
- (ii) No candidate is eligible for the award of an honours degree upon re-examination in the third year (Part II) examinations.

## **(7) School of Law**

The pass mark in each paper and in the overall examination is 40%.

The grading/degree classification system is as follows:

First Class Honours	-	70%	-	100%	(A)
Second Class Honours					
Upper Division	-	60%	-	69%	(B)
Lower Division	-	50%	-	59%	(C)
Pass	-	40%	-	49%	(D)
Fail	-	39% and below			(E)

N.B. The degree classification is based on the average marks obtained by a candidate over in the second and third years examinations, provided that no candidate qualifies for a first class degree who has had to sit for a supplementary examination in any paper in the second or third year of study.

## **(b) School of Medicine**

The MBChB, B.Pharm. and BDS degrees awarded in the School of Medicine are not classified. The pass mark is 50% and the grading system for individual papers/subjects is as follows:-

Distinction	75% and over	(A)
Credit	65% - 74%	(B)
Pass	50% - 64%	(C)
Fail	49% and below	(D)

N.B. This grading system also applies for individual papers for the Diploma in Advanced Nursing.

## **(9) School of Biological Sciences**

The pass mark in each paper and in the overall examination is 40%.

The grading/degree classification system is as follows:

First Class Honours	-	70%	-	100%	(A)
Second Class Honours					
Upper Division	-	60%	-	69%	(B)
Lower Division	-	50%	-	59%	(C)
Pass	-	40%	-	49%	(D)
Fail	-	39% and below			(E)

- N.B. (i) The classification of the degree of Bachelor of Science is based on the average marks for all the units in the second and third years of study.
- (ii) A candidate who has repeated the second or the third year of study is not eligible for the award of an honours degree.

## **(10) School of Physical Sciences**

The pass mark in each paper and in the overall examination is 40%.

The grading/degree classification system is as follows:

First Class Honours	-	70%	-	100%	(A)
Second Class Honours					
Upper Division	-	60%	-	69%	(B)
Lower Division	-	50%	-	59%	(C)
Pass	-	40%	-	49%	(D)
Fail	-	39% and below			(E)

- N.B (i) The classification of the degree of Bachelor of Science is based on the average marks for all the units taken in the second and third years of study.
- (ii) A candidate who has repeated the second or the third year of study is not eligible for the award of an honours degree.

## **(11) Faculty of Veterinary Medicine**

The pass mark in the Faculty of Veterinary Medicine is 50%. The Bachelor of Veterinary Medicine is not classified, as is the case with degrees awarded by the School of Medicine. The grading system for individual papers/subjects is as follows:

Distinction	75% and over	(A)
Credit	65% - 74%	(B)
Pass	50% - 64%	(C)
Fail	49% and below	(D)

## **(12) School of Journalism**

The pass mark for the Postgraduate Diploma course in the School of Journalism is 50%. The grading system for the individual papers and the Diploma classification system which is based on the average marks obtained in the written examination and in the research project is as follows:

Pass with Distinction	75% and over	(A)
Pass with Credit	65% - 74%	(B)
Ordinary Pass	50% - 64%	(C)
Fail	49% and below	(D)

- N.B. The written examinations in the required 7 papers constitute 75% of the overall assessment while the research project constitutes the remaining 25%.

**(13) Institute of Adult Studies**

The pass mark in the Institute of Adult Studies is 40%. The Diploma in Adult Education is not classified. The grading system for Individual papers is as follows:-

A	-	70% - 100%
B	-	60% - 69%
C	-	50% - 59%
D	-	40% - 49%
E	-	39% and below (Fail)

**(14) School of Computing and Informatics**

Candidates for the Postgraduate Diploma in Computer Science (Dip. C.S.) are required to obtain a pass mark of 50% in each of the 9 required written papers before proceeding to the Computer systems compulsory project.

The pass mark for the subject is also 50%. The grading system for the individual papers and the diploma classification system is as follows:

(i) Pass with Distinction	-	75% and over	(A)
(ii) Pass with Credit	-	65% - 74%	(B)
(iii) Ordinary Pass	-	50% - 64%	(C)
(iv) Fail	-	49% and below	(D)

N.B The marks for the 9 required written papers account for 75% of the overall assessment for the course and the computer systems project accounts for the remaining 25%.

## CHAPTER 3

### PREPARATION AND ISSUANCE OF ACADEMIC TRANSCRIPTS

Academic transcripts are issued to students as evidence of courses taken and the grades attained in each course as per the relevant University grading system.

There are two ways of processing transcripts:

- (i) Manual:- for those students admitted to the University before 1990.
- (ii) Computerized - for students admitted to the University from 1990 to-date.

The preparation of transcripts is dependent on the receipt of complete, accurate and up-to-date consolidated mark sheets from the Faculties/Institutes/Schools.

Mark sheets are checked immediately they are received and those found incomplete are returned to respective Faculties/Schools/Institutes.

Staff in the Computer Unit undertakes data entry by indicating the grade obtained in each course unit.

Once the data is checked and verified transcripts are printed bearing the following information:-

- Name of student and registration number
- Date of admission
- Academic year of study
- Course codes and course title
- Contact hours and grades
- A key for the grading system of the relevant Faculty/School/Institute
- The recommendation pass proceed, fail, repeat or discontinued.

For accuracy, printed transcripts are checked by the Examination Officers before being signed for issue to students.

The transcripts for final year students admitted to the University from 1990 to-date are prepared on production of a clearance form to ensure that all dues to the University have been paid.

The process of producing manual transcripts involves the following: -

- Application by the student or graduate
- Retrieving student's file from the 'archives',
- Identification of mark sheet if any,
- Entering the marks into the file,
- Typing, checking and signing.

The initial set of academic transcripts is issued to the students free of charge. However, a fee of Kshs.500 per set is charged for subsequent re-issuance of academic transcripts.

## CHAPTER 4

### GRADUATION CEREMONY

#### 4.1 Preparation of Convocation List

The list of students whose names have been approved by Senate from the different Faculties/Schools/Institutes for the conferment of degrees and award of diplomas are forwarded to the Deputy Registrar Examinations to compile the final list. Once the list is ready, it is forwarded to the Registrar - Planning for printing of the graduation booklet.

The Faculty/School/Institute Administrators are called upon to proofread the book and thus ensure that all the graduands names are correctly spelt and have been inserted in their relevant degree/diploma places. When all the proofreading is done, the Registrar Planning organizes for the production of the graduation booklet. These books are to be issued during the day of the graduation.

#### 4.2 Hire of Academic Dress.

The Academic Dress is a regalia, which must be worn by all graduands who are attending a University of Nairobi graduation ceremony. This consists of the gown, hood and cap (motor board). The gown for undergraduate and postgraduate is black, while the caps differ in shape.

All the graduands who intend to attend the graduation ceremony must pay for hire of academic dress from their respective colleges. Doctor of Philosophy graduands hire and collect their academic dress from the Examinations Office, Main Administration Block, Room C302.

The amount payable is currently 2000/= but may change with time.

The color of the hood is different for each Faculty/School/Institute and is determined by the College Academic Boards. The Doctor of Philosophy (Ph.D) gowns, caps and hood are distinct and of high profile material and color. Currently, the cost of purchase of a full academic dress for both undergraduate and postgraduate is five thousand two hundred fifty shillings (Kshs. 5,250/-) only, while for Ph.D it is Ksh. Nine thousand two hundred shillings (Kshs.9200/-) only. However, graduands should check for price changes. All hired items must be returned within two (2) weeks after graduation. Delays in returning the items attract a daily penalty. (A surcharge of Ksh. 50.00 per day will be levied on all items returned after the given deadline and this will accumulate up to a maximum of Kshs. 2,000/=). Legal action will be taken against defaulters.

#### 4.3 The Convocation

Graduation ceremonies are held at the Chancellor's Court, adjacent to Central Catering Unit (C.C.U.). It is only those students who have satisfied the College Board of Examiners who are recommended to Senate for graduation.

Each graduand must clear all liabilities due to the University and present himself/herself to the respective College Registrars for final clearance. All graduands are required to pay a compulsory graduation/convocation fee of Kshs. 1,000/-.

#### **4.4 Rehearsal**

The University conducts a rehearsal for all graduands one day prior to the graduation ceremony. During the rehearsal all graduands must be formally dressed and in full academic attire. Seats for all the graduands are arranged, labeled and reserved by respective Faculties/Institute/Schools. While hiring or purchasing the academic dress, each graduand will receive two invitation cards for two guests.

#### **4.5 Graduation Day**

On graduation day all graduands are required to be seated by 8.00 a.m. No person shall be allowed into or out of the Chancellors court thereafter until the end of the ceremony.

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

The Chancellor of the University of Nairobi performs the conferment of degrees and award of diplomas.

#### **4.4 Preparation and issuance of Certificates**

Certificates for Doctorate graduands are issued on the day of the graduation ceremony by the Chancellor of University of Nairobi, while the ones for Diplomas, undergraduate and postgraduate degrees are issued after two (2) months from the date of graduation in the Examinations Sections, 3<sup>rd</sup> Floor, Main Administration Block, Room 300.

Graduates, who will not have picked their certificates within three (3) months from the date of first issuance of the certificate, will be liable to a storage charge of Kshs. 1,000/- per year or part thereof and this is subject to revision by Senate from time to time.

#### **4.5 CONFIDENTIALITY IN EXAMINATIONS**

All parties concerned with examinations must never forget that examinations work is highly confidential. Internal and External Examiners, Examination Officers and secretaries by the nature of their duties get to know details of question papers, marks of candidates and other matters which are highly confidential and which must not be divulged any time.

There is need for security in rooms containing examination material and drawers must be locked. Exam draft/final papers must **NEVER** be thrown into a waste paper basket; they must be shredded.

## CHAPTER 5

### EXAMINATIONS APPEALS

Soon after the declaration of the examination results by Faculties/School/Institutes students who are dissatisfied with their results may appeal to the Vice-Chancellor. Following is a brief explanation of the nature of examination appeals and the process of appeal.

Many cases of appeal involve candidates querying the results in particular units, out of suspicion that the examiners may have been biased.

Others involve appeals based on family, health and social problems. Unfortunately these problems often get reported after the candidate has learnt that he/she has failed.

A fee of Ksh.200 must be paid by the applicant for processing of the case.

On the receipt of an appeal the Vice-Chancellor's office forwards the appeals to the Academic Registrar who in turn forwards the same to the Examination's Office for processing.

The Examination's Office requests for comments from the relevant Dean/Director and the Chief Medical Officer where appropriate.

Once the comments are received, the Academic Registrar proposes and submits a brief to the Vice-Chancellor for consideration.

The Vice-Chancellor may decide as follows:-

- Accept and allow the appeal
- Reject and dismiss the appeal.
- Refer the appeal to a Senate Examination Appeals Committee to consider the case and make appropriate recommendations to Senate.

The Membership of the Senate Examination Appeals Committee is as follows:-

- (i) Deputy Vice-Chancellor (Academic Affairs) – Chairperson
- (ii) Principal of College
- (iii) Dean/Director
- (iv) Chairman of Department (where necessary)
- (v) Dean of Students (where necessary)
- (vi) Director, Board of Postgraduate Studies – (in case of Postgraduate Student)
- (vii) Chairman, Department of Psychiatry (in medical/psychological cases).

The Vice-Chancellor considers the Committee's recommendation and may approve on behalf of Senate.

The decision is communicated to the appellant by the Academic Registrar.



## CHAPTER 6

### EXAMINATIONS DISCIPLINARY COMMITTEES

#### 6.1 Common Examination Offences

In order for a student to appear before an Examination Disciplinary Committee, the student must have been reported to have been involved in an examination irregularity. The following are the common offences, which constitute cheating in examinations.

- (i) Entering examination room with notes written on paper or other material and hidden in pockets, calculators, mathematical tables, shoes, mobile phones, hats or caps.
- (ii) Entering examination rooms in advance allegedly to revise for the examinations and thus smuggling in unauthorized reading materials.
- (iii) Going to toilets during examinations to read materials, which are then hidden before return to the examination room
- (iv) Exchanging information and in a number of cases, the examination scripts, when the invigilator is not paying attention.
- (v) Involvement in plagiarism while writing theses or projects.
- (vi) Use of mobile phones in the examination room.
- (vii) Talking or consulting among the students during the examination session.

#### 6.2 Process of Examination Disciplinary

The process of the examinations disciplinary involves the following steps;

- (i) The invigilators report the cases of examination irregularities to the Chairman of the Department who in turn forwards the case to the Vice-Chancellor through the Dean of the Faculty/School.
- (ii) The relevant material as exhibit and a statement must accompany the report from the student and the invigilator(s).
- (iii) Once the Vice-Chancellor receives the report on cheating he makes a decision to suspend the student, pending appearance before a Senate Disciplinary Committee.
- (iv) The suspension letter is prepared by the Academic Registrar for the Vice-Chancellor's signature.
- (v) The Academic Registrar requests the Legal Officer to draft charges against the student.

- (vi) On receipt of the charges, the file is checked to ensure that all the relevant documents are in place and forwarded to the Principal of the College to convene a College Disciplinary Committee to consider the case.

### **Constitution of College Committee**

- (vii) The minutes of the College Disciplinary Committee are forwarded to the Registrar for onward transmission to the Vice-Chancellor for approval on behalf of Senate.
- (viii) The decision of the Committee is then communicated to the student and copied to all relevant offices.
- (ix) In cases where the student may be dissatisfied with the decision to expel, he/she may appeal to the Vice-Chancellor.
- (x) On receipt of the appeal the Academic Registrar prepares a brief to the Vice-Chancellor giving the background of the case and the verdict of the College Disciplinary Committee.
- (xi) In cases where the student introduces new evidence, a recommendation is made for the Senate Examination Appeals Committee to consider the case.
- (xii) The Vice-Chancellor is requested to approve the constitution of the Appeals Committee.

The Committee is constituted as follows:

- a) Deputy Vice- Chancellor (AA) - Chairperson
- b) Principal of relevant College
- c) Dean/Director
- d) Chairman of Department (where applicable)
- e) 3 Senate Representatives
- f) Academic Registrar – Secretary

In case of a postgraduate student the Director Board of Postgraduate Studies is invited as a member of the Committee.

- (xiii) The Academic Registrar prepares the minutes of the Committee for signature and after endorsement by Deputy Vice-Chancellor (Academic Affairs) they are then forwarded to Vice-Chancellor for approval on behalf of the Senate.
- (xiv) The approved decision is communicated to the student, and copied to the relevant offices i.e. Secretary Higher Education Loans Board (HELB), College Principal, Dean/Director of Faculty/Institute/School, Director, Student Welfare Authority (SWA), Chief Medical Officer, Chairman of the Department and Deputy Registrar Admissions.

## CHAPTER 7

### OTHER RELATED EXAMINATION SERVICES

The Examination Section offers other services that promote the image of the University and enhance its credibility. These services, among others, include;

#### 7.1 Certification of Copies of Certificates & Academic Transcripts

- Prospective employers can make requests for certification of these documents, in respect of current and former University students.
- Once a request is received, the Examinations Officer checks the details against the University records including the Convocation list before the copy is signed and the University stamp appended to verify it.
- A fee of Ksh.200 per page is chargeable for this service.

#### 7.2 Confirmation of Awards/Results

- The main clients for this service are International Consultancy Firms on education matters, prospective employers and educational institutions.
- Verification is carried out against the University records as explained in 7.1 above before responding in either the positive or negative.
- This service is rendered free of charge.

#### 7.3 Proficiency in the English Language

- Some foreign educational institutions seek confirmation of the language of instruction in the University of Nairobi before admitting the students.
- Confirmations of English proficiency are done for public relations without any charges so long as the student pursued a course in this University.

#### 7.3 Certification in case of loss of Certificates

The University does not issue duplicate certificates in case of loss of the original certificate. However, the section issues a letter of confirmation of results to a former student on production of evidence of loss at a fee of Ksh.500/=.