

**UNIVERSITY OF NAIROBI**

**EXAMINATIONS  
INFORMATION  
HANDBOOK**

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## **UNIVERSITY STATEMENT OF COMMITMENT**

The vision, mission and core values illustrate the importance that the University attaches to quality management of all its functions including management of examinations. These statements are summarized as follows;

### **Vision**

A world-class University committed to scholarly excellence.

### **Mission**

To provide quality University education and training and to embody the aspirations of the Kenyan people and the global community through creation, preservation, integration, transmission and utilization of knowledge.

### **Core Values**

In our quest for timely provision of quality service, we shall be guided by the following core values:-

- Freedom of thought and expression
- Innovation and creativity
- Good corporate governance
- Team spirit and teamwork
- Professionalism
- Quality customer service
- Responsible corporate citizenship and strong social responsibility
- Respect the conservation of the environment

### **Quality Policy Statement**

The University of Nairobi is committed to quality through teaching, research and creative works; fostering an intellectual culture that bridges theory with practice and producing holistic graduates prepared for a life of purpose, service and leadership. The University is committed to good corporate governance, excellence and professionalism, freedom of thought in academic inquiry, responsible citizenship, creativity, innovativeness, teamwork and adaptation to change.

In order to realise this commitment, the University management will monitor and review its quality performance from time to time through the implementation of an effective Quality Management System based on ISO 9001 : 2008 standard.

## **FOREWORD**

The University of Nairobi assesses its students using tests and examinations. These tests and examinations are used to determine the progression of students from one level to another until they finally satisfy the Board of Examiners and Senate for the conferment of degrees and award of diplomas and certificates. The examinations are also used to evaluate whether the student has learnt what was taught. University written examinations are set and moderated at the Faculties, Institutes and Schools before being submitted to the Examinations Section for photocopying, collating, packaging and collection for administration to all the candidates.

The Examinations Section is one of the units in the Academic Division of the University. It has the mandate of fulfilling the wider vision and mission of the University of Nairobi besides meeting the University's core functions. The core functions of the unit include:-

- (i) Preparation of all written examinations
- (ii) Preparation and issuance of academic transcripts and certificates
- (iii) Organisation of graduation ceremonies

This booklet contains information on the conduct of examinations, the processes of preparing academic transcripts and certificates and what is expected of students when they are collecting academic transcripts and certificates and making requests for confirmation and certification of the said credentials. I hope that this handbook will shed some light on the operations of the examinations unit. Examinations being a sensitive section, the staff are expected to possess such virtues as confidentiality, honesty, trustworthiness, loyalty, truthfulness and be steadfast in discharging their day-to-day duties.

**DEPUTY VICE-CHANCELLOR  
(ACADEMIC AFFAIRS)  
UNIVERSITY OF NAIROBI**

## DEFINITION OF TERMS

The following are the common examinations operational terms:

- (i) **Internal examiner** – An academic member of staff from the rank of Assistant Lecturer and above who has been nominated by a Department/Institute, School or Faculty and approved by Senate to examine an approved course or courses, theses, dissertations and projects.
- (ii) **External examiner** – A distinguished scholar external to the University of Nairobi from the rank of Senior Lecturer and above who has been nominated by a Department/Institute, School or Faculty and approved by Senate on the recommendation of the College Academic Board to moderate semester or end of year examinations.
- (iii) **Internal moderator** – An academic member of staff of the University of Nairobi at the rank of Senior Lecturer and above who has been nominated by a Department/Institute, School or Faculty from any relevant Department/Institute, School or Faculty of the University and approved by Senate on the recommendation of the College Academic Board to moderate supplementary/special examinations. In exceptional circumstances, some Internal Moderators have been authorized by Senate to moderate semester/end of year examinations. A moderator is expected not to have taught the students being examined in that academic year.
- (iv) **Ordinary examinations** – Examinations that are sat at the end of the semester or academic year.
- (v) **Supplementary examinations** – Examinations authorized by Senate to be sat by candidates who fail to satisfy the examiners in the ordinary examinations. The supplementary examinations are held within three months after the ordinary examinations.

Currently supplementary examinations are held only in the Schools of Medicine, Dental Sciences, Pharmacy, Nursing Sciences and the Faculties of Veterinary Medicine and Agriculture. The rest of the Departments, Institutes and Schools have adopted the 'Resit' examination which is sat at the next ordinary examination. The maximum score is the percentage pass mark (40% or 50%) in the relevant grading system.

- (vi) **Special examinations** – Examinations authorized by Senate to be sat by candidates who, for good/acceptable cause, such as sickness, bereavement, etc might have missed to take the ordinary examinations. These, like ordinary examinations are marked out of 100%.
- (vii) **Re-sits** – Examinations that are sat at the next ordinary examination, by candidates in all Faculties/Schools and Institutes, except the Schools of Medicine, Dental Sciences, Pharmacy and the Faculties of Veterinary Medicine and Agriculture, who fail to satisfy the examiners in the ordinary examinations subject

to the examination Regulations of the relevant academic unit. The maximum score is percentage pass mark in the relevant grading system applicable to the Department/Institute, School or Faculty.

- (viii) **Re-takes** – In a retake, the candidate repeats a course in which he/she has failed to satisfy the examiners in the ordinary examination; by going back to class and retaking the course(s) all over again and then retaking the examination at the end of the course in the ordinary examinations. These are marked out of 100% like the ordinary examinations.
- (ix) **Re-submission** – A re-examination of a Project or a Portfolio of work. A Re-submission happens within the time span determined by the Faculty/Institute/School or a Board of Examiners for postgraduate theses.
- (x) **Academic Credit** - Academic credit is a value allocated to a course unit to describe the student workload required to complete the course. It is a reflection of the quality of work each course requires in relation to the total quantity of work required to complete a full year of academic study at the institution such as lectures, practical work, seminars, tutorials, laboratory and/or library work, examinations and other assessment activities.

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

- (xi) **Credit transfer for incorporation into degree classification**  
A student from the University of Nairobi may take part of a programme in another University or institution of higher education as part of the University of Nairobi programme. This category is in the context of “Exchange Students or/and Study Abroad Programme.” Before the student goes abroad, agreements are made concerning the content of the course/programme he/she is going to follow. Credits are transferred and incorporated into the student’s University of Nairobi programmes/degrees and mentioned as such on the transcripts.

The University Senate has approved exemptions and credit transfers of up to  $\frac{1}{3}$  of the total course units of any degree programme.

Students are exempted only for the 1<sup>st</sup> year of study while credit transfer covers all the years of study. The Deans Committee approves the requests for credit transfers and exemptions.

In the Faculty of Veterinary Medicine and the Schools of Medicine, Dental, Pharmacy and Nursing, credit transfers are not allowed for clinical courses.

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