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EXAMINATIONS POLICY

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1.0 Interpretation of Operational Terms of the Policy

(i) Academic Program: Each program of study is composed of courses. The smallest course is two Credit Units (CUs) equivalent to two hours per week and the largest course is five CUs per week. [A normal CU is one (1) Contact Hour (CH)per week per semester].

(ii) Absconding from Examinations: is missing an examination without official permission. A candidate who absconds from the MRU Examinations without satisfactory reasons may be discontinued from its studies.

(iii) Academic Year: shall normally consist of two Semesters.

(iv) Course: is that part of a subject described by a coherent syllabus and taught normally over a period of a Semester or Session. A Course is designed as one or more Units of study.

(v) Course Load: is the,

a) Minimum number of CUs per given period;

b) Minimum number of CU per Semester is fifteen;

c) Maximum number of CU per Semester is twenty four; and

d) Types of examinations: There are several types of examinations, but the one common in learning process is "test of learning ability". This consists of a standard set of tasks or questions. It enables a student to demonstrate the skills learned throughout his/her life, both in MRU and outside it. It does not measure how bright a student is, but his/her ability to solve certain kinds of problems typically involved in MRU work. For that reason, examinations must be reliable and should be taken as an important task. Examinations for that case should be guided by rules and regulations of which every student is expected to observe so as to make them (examinations) reliable in order to maintain the reputation of MRU.

(vi) CU: is the measure used to reflect the relative weight of a given Course towards the fulfillment of appropriate Degree, Diploma, Certificate or other programmes required. One CU shall be One CH per Week per Semester.

(vii) Examinations or Tests: can be defined as an attempt to measure a person's knowledge, intelligence or other characteristics in a systematic way using an assessment criterion.

(viii) In-service MRU Examinations: are those scheduled examinations held at the end of a Session for professional teachers who are up-grading, or as determined by Senate.

(ix) Normal Progress: is passing of all designated CUs.

(x) Pass Mark: is the minimum score for a candidate to pass or proceed normally. The Pass Mark for all MRU undergraduate examinations is 50% and that of postgraduate is 60%.

(xi) Re-take: is a failed CU.

(xii)Semester: is a period of study of normally not less than seventeen (17) weeks or any period as may be determined by Senate for any current Academic Year.

(xiii) University Examinations: are all those examinations, assessments or evaluations that are considered in determining whether or not a student shall proceed to the next, semester, session or year of study or qualifies to graduate.

(xiv) Regular University Examinations: are those scheduled examinations held at the end of a Semester or as determined by Senate.

1.1 Background of MRU

Muteesa I Royal University (MRU) was offered an operational license by the National Council for Higher Education (NCHE) in 2005 and started its operations in 2007. The founding Chancellor of the University, who is also its Visitor, is His Majesty the Kabaka, Ronald Muwenda Mutebi II. The genesis of modern education in Uganda is historically associated with the Kingdom of Buganda owing to the role that Sekabaka Muteesa I played in inviting the missionaries who introduced education in Uganda. Owing to this history, it is only befitting that the University was named after this visionary leader. Hence, the University was named after the 31st King of Buganda who was a monarch of great vision, Kabaka Muteesa I (1856-1884). MRU is a skills training, academic and research-oriented institution of higher learning that was established as a private institution. The initiative was promoted by the Executive Committee (EC) of the Buganda Kingdom, headed by the *Katikkiro* (i.e., Prime Minister).

1.2 Strategic Goals of MRU

The Strategic Goals of MRU are as follows:

1. To produce graduates with all-round competencies and skills to be able to initiate self-employment activities or compete for jobs in the global market;
1. To promote research and encourage students and staff to publish;
2. To build and expand collaboration and engagement with the community, the alumni, and industry and business, and to equip students with practical skills while empowering the community, industry & business to develop local solutions;
3. To strengthen MRU's human resource capacity;
4. To achieve a sustainable financial resource base;
5. To improve the administrative and organizational arrangements of MRU with a view to achieving efficiency and effectiveness in all sections of MRU; and
6. To construct or acquire, rehabilitate and maintain buildings, equipment, implements, ICT facilities and land particularly for the growth and development of its niche.

1.3 Vision of MRU

The Vision of MRU is to be "a leading university responding to contemporary challenges through teaching and learning, research and technical guidance".

1.4 Mission of MRU

The Mission of MRU is "to provide training, research and technical guidance responsive to national socio–economic needs".

1.5 Core Values of MRU

The core values of MRU are as follows:

a) Professionalism; Professionalism is a trait that's highly valued in the human resource of any organization. It has many attributes, including: (a) Specialized knowledge, (b) Competency, (c) Honesty and integrity, (d) Respect, (e) Accountability, (f) Self-regulation, and (g) Image.
b) Respect for Diversity;
c) Cultural Sensitivity;
d) Tenacity; and
e) Team Spirit.

2.0 Introduction of the Policy

This MRU Examination Policy is intended to guide academic staff in setting and invigilating examinations and corresponding grading of students. It will also guide students in the examinations process. All matters pertaining to MRU examinations shall be supervised by the Academic Registrar under the general direction of the Senate. Senate has the overall authority on all matters concerning examinations, including the setting, conducting, marking and declaration of results. Senate decisions in all examination matters shall be final.

3.0 Objectives of the Policy

a) Moderate and student assessment in MRU;
b) Provide guidelines to aid academic staff in setting and invigilating examinations and the corresponding grading of students;
c) Provide guidance on how examiners will set exams across MRU;
d) Guide students before and during examinations on their responsibilities;
e) Guide invigilators on the supervision of examinations;
f) Guide chief examiners, administrators and all personnel involved in the examination process in the administration of examinations;
g) Provide guidelines, procedures, and regulations governing examination management, aim and types of Examinations; and
h) Together with other things, examinations are intended to:
   i. Discover the learning ability of the student;
   ii. Show how well the student has learned in a particular CU;
   iii. Enable someone to choose the right vocation;
   iv. Help one to understand one's personality; and
   v. Test the student's ability to apply knowledge and principles in solving some basic problems/questions, among others.

4.0 Application of the Policy

This policy shall be applicable to academic staff, MRU Administrators, Examination Invigilators, Chief Examiners (Deans and Heads of Department), External Examiners, Internal Examiners and students under the management and control of the office of the Academic Registrar.

5.0 Examination Procedures and Regulations

a) Examinations

   i. Are conducted by academic units and coordinated by the Academic Registrar;
   ii. Coursework/progressive/continuous assessments are normally conducted in the course of every semester;
   iii. MRU examinations are a mode of assessment in order to get an academic award. MRU examinations are normally conducted at the end of every semester;
   iv. MRU examinations are conducted at the end of each semester and account for 60% for graduate programmes and 50% for undergraduate programmes;
   v. The scripts are not returned to students but are kept for three years from the time of the examination; and
   vi. Each examination shall be under specific direction of a Senior Lecturer nominated by the Senate. The Lecturer(s) who taught the Course is/are responsible for setting and marking the exam.

b) Course Assessment: Courses (for undergraduate) are assessed in two parts and both are compulsory.

c) Coursework/Progressive/Continuous Assessment

This is a formative assessment and has a dual function of giving feedback to both students and Lecturers about learning and teaching. It also provides remedies for improvement in the performance of both academic staff and students. The following should be adhered to:

i. The Lecturer/Instructor should inform students in advance so that they are aware of when and how assessment will be done at the beginning of the Course/Module taught;
ii. Coursework scripts and results should be availed to students at least two weeks before final examinations;
iii. It is an offence for a student/candidate to avail to another student/candidate his/her prepared coursework with a view to assisting the latter to do his/her coursework or to negligently expose his/her coursework to another candidate to use. The penalty of such an offence is caution and/or cancellation of his/her coursework and/or suspension from his/her studies for a period not exceeding one Academic Year; and
iv. It is an offence for a student/candidate to:
    a) Submit coursework test materials not prepared by him/her;
    b) Substantially plagiarize the work of any other person;
    c) Falsify or alter marks awarded on a coursework script; and
    d) Same penalty as in (ii) above will apply.

6.0 Eligibility of Students to Sit for MRU Examinations

6.1 Registration for Examinations:

a) All candidates shall be required to register for each paper they intend to sit for, and pay the required MRU dues, at least four weeks before the beginning of MRU Examinations. No candidate shall be allowed to sit for the examination if he/she has not completed fees payment;
b) No candidate shall be allowed to sit for a paper for which he/she has not registered; and
c) Chief Invigilators must ensure that they have registration lists of candidates registered for each paper in the room in which the examination is being taken.

6.2 Eligibility to Sit for MRU Examinations:

To be eligible to sit for MRU examinations, the student should have the following:

a) A Certificate of Due Performance – is given after the student has attended at least 75% of all lectures and done all the continuous assessment tests;
b) An examination permit (not pay slips/bank slips);
c) A valid Identity Card of MRU;
d) A valid examination permit with photographs and original stamps from the Academic Registrar; and
e) Any other document that maybe prescribed by the Academic Registrar.

6.3 Attendance at Examinations:

a) Attendance at examination is compulsory. An attendance list must be signed at the beginning.

Students who are absent will receive an "X" grade for the examination unless there is a good reason for the absence substantiated with documentary evidence (e.g., a medical certificate). In such a case, one shall fill a form to request for an "incomplete grade" obtainable from the Academic Registrar's Office. Absence from examinations due to school fees is unjustifiable;

b) An examination permit should be acquired at least two weeks before the examination date. Any candidate failing to attend an examination due to failure of getting the examination permit or card will be awarded an "X" grade in that particular examination;
c) The examination card and the current MRU ID must be presented to the invigilator at each examination session; and
d) It is the responsibility of the candidate to make sure that his/her card is duly signed in each session.

6.4 Medical and Other Extenuating Circumstances

If an MRU student is ill or has other difficulties, MRU may arrange for him/her to take the examination in its Health Centre or in a special room. However, such request must be made at least two hours before the commencement of the examination. The student should also inform the particular instructor responsible for the course.

6.5 Students' Regulations

Every student is obliged to read this Policy thoroughly and adhere to all rules and regulations stipulated therein. The breach of any rule or regulation may lead to students forfeiting their examination grades and placement in MRU.

6.6 Continuous Assessment

a) The Academic Registrar shall be responsible for the administration and supervision of all MRU's examinations;
b) Departments shall maintain a record of marks of Continuous Assessments, sample of assignments, and examination question papers;
c) The records shall be made available to the External Examiners;
d) There shall be a minimum of (two) Continuous Assessments per Course per Semester/Session;
e) Continuous Assessments shall be spread evenly throughout the Semester/Session and the last one at least, three weeks before the beginning of the Semester Final Examinations; and
f) The results of the Continuous Assessments shall be submitted to the Faculty Dean before the beginning of the semester/session's main examinations.

6.7 Submission of Coursework

a) Coursework should be submitted by the due date in accordance with the arrangements specified by the Lecturer who has set the assignment. If a student fails to submit the work by the specified date, a penalty will be applied, unless that student has been granted an extension to the date for submission; and
b) A student may request in advance for an extension to the date for submission of the coursework but should submit the request in writing and in good time. If an extension is granted and the work is submitted by the extended deadline, no penalty will be applied. Extensions will only be granted for good reasons.

6.8 Examination Time-table

a) Each Faculty shall set up a Faculty Time-tabling Committee. The Faculty Timetabling Committee shall prepare a draft examination timetable;
b) There shall be an MRU Time-tabling Committee, drawing its membership from the Faculty Timetabling Committee. The Committee shall be chaired by the Academic Registrar or his/her representative;
c) Once the Time-table is finalized, it shall be displayed on the main Faculty Noticeboard;
d) The time-table shall be displayed one (1) month before the date of the first examination paper; and
e) Noted clashes in the Time-table shall be reported within a week of the display to the Dean.

6.9 Setting and Moderation of Examinations

a) Examination papers, including Marking Schemes, shall be set within the first two months of each Semester by the responsible Lecturer for the Course, who shall also be its Internal Examiner;
b) Deposition of Examination Papers and Marking Schemes shall be with the Heads of Department;
c) Staff members failing to meet the set deadlines for setting and handing in the examinations without good cause shall be subjected to disciplinary action;
d) All Examination Papers must be set in a pair (one paper shall be kept in custody for unexpected eventualities);
e) The Head of Department shall ensure that the comments on Examination Papers from External Examiners are effected by the Internal Examiner;
f) The Head of Department shall send final semester exam questions and the accompanying marking scheme to the External Examiner at the beginning of each semester;
g) The Head of Department shall ensure that the typed Examination Papers are proof-read by appropriate Internal Examiners before reproduction and sealing;
h) During moderation, the following will be checked: clarity of the questions, coverage of the syllabus, spelling and grammar, logical flow of questions and sequencing within a given question, applicability, linkages among the questions and allocation of marks;
i) Rejected question(s) will be returned to the Internal Examiner to set new one(s) which will be moderated by the Head of Department; and
j) Guidelines for Field Attachments, Special Projects/Dissertations, School Practice, Internship, etc., will be prescribed from time to time by their respective Faculties.

6.10 Conduct of Examinations

a) Examination rooms are out of bounds for examinees before the invigilator arrives;
b) The examinees are required to be at the examination room 30 minutes before the indicated time for commencement of the examination;
c) Examinees are not allowed to leave the examination room once the examination commences;
d) However, one may be allowed to leave the examination room 30 minutes to the end of the paper on account of finishing the examination early;
e) A candidate that comes late after 30 minutes shall not be allowed to sit examinations;
f) Examinees are advised to visit washrooms before entering the examination room;
g) Headgear of any kind, jackets and other suspicious clothes should not be put on in the examination room;
h) Every candidate is expected to have his/her own pen, ruler, pencil, eraser, etc.;

i) The Invigilator shall instruct the student(s) who is/are talking or behaving in a disruptive manner to leave the room, and will report in writing immediately the student(s) who misbehaved have been dismissed from the examination room; and
j) A disciplinary action shall be imposed on the individual(s) as will be decided by the Senate of MRU, including forfeiture of one's results.

6.11 Marking and Moderation of Examinations

a) After the internal marking by the Course Instructors, the External Examiners shall be sent a copy of the question papers together with detailed marking schemes; titles of textbooks in use, detailed curriculum and other relevant information to enable them moderate the examination papers;
b) The Dean shall give the scripts together with copies of the question papers, final Marking Schemes, and mark-sheets to the External Examiner, on arrival. Records of Continuous Assessments and projects shall be kept by the Dean or his/ her representative and made available to the External Examiner;
c) The External Examiner shall provide overall professional assessment of the examinations to the Department/Faculty.
d) The External Examiner shall indicate alternative marks where there are differences with the marks awarded by the Internal Examiners. The Faculty Board shall agree on the final mark.

6.12 Processing of Examination Results

a) All Internal Examiners are required to submit results, scripts, projects and other assessment materials and records to the Faculty Deans or their representatives within three weeks after the end of the examinations;
b) Staff members failing to meet the set examination deadlines without good cause, shall be subjected to disciplinary action;
c) A meeting of Departmental Board shall consider the results and make recommendations to the relevant Faculty Board. The Faculty Board shall consider the results and finally recommend results to Senate. The External Examiners will be expected to attend the Departmental Board Meetings.
d) Senate may accept, reject, vary or modify results from the Faculty Boards; and
e) No Department or Faculty has the authority to alter Examination Marks/Results, once these have been approved by Senate.

6.13 External Examiners

a) Appointment of External Examiners:

i. An External Examiner is normally a re-known, experienced academician at the level of a Senior Lecturer and above;
ii. Senate shall appoint External Examiners on the recommendation of Faculty Boards;
iii. External Examiners shall be appointed within the first month of the first semester; and shall be invited to moderate examinations at the end of each semester, unless otherwise approved by the Senate;
iv. If the current External Examiners are being invited for the last time, Departments shall start searching for new External Examiners to ensure their appointment within the first month of the following Academic Year;
v. External Examiners shall not have taught the subject to the students to be examined, either as full-time or part-time staff members of MRU during the last four years; and

vi. External Examiners shall normally be appointed continually for not more than six (6) academic semesters (three academic years), renewable annually.

b) Processing of External Examiner's Reports:

i. External Examiners shall give a detailed assessment Report to the Departments/Faculty Boards before leaving MRU. The External Examiner shall send a final copy of his/ her Report to the Academic Registrar within 2 weeks after concluding the examination;
ii. Where scripts have been sent to the External Examiner, his/her Report shall accompany the scripts when the External Examiner returns them;
iii. Departments shall discuss the External Examiner's report within two weeks after receiving them;
iv. Department's response to the External Examiner's Report shall be sent in writing to the Faculty Dean with copies to the Deputy Vice Chancellor (AA), and the Academic Registrar; and
v. The Academic Registrar shall call a special Senate Meeting to consider consolidated MRU's Reports of External Examiners to Faculties and Departments within one month after receiving them.

6.14 General Rules and Guidelines to Invigilators/Examiners

a) General Rules:

i. Faculty Examination Regulations shall be presented through the Faculty Boards and for approval by Senate;
ii. Unless approved by Senate, all Courses shall be examined within the Semester or Session in which they are taken;
iii. Students shall be required to register for MRU Examinations at least four weeks before the start of Semester examinations;
iv. A student shall not be allowed to sit for MRU Examination in a Course, if she/he missed 25% or more of the required Course attendance;
v. Faculties/Departments are to spell out the distribution of Continuous Assessment Test (CAT) marks for approval by Senate;
vi. To be eligible to sit for MRU Examination, a student must have done the required number of Continuous Assessments (coursework) of the Course being examined, and have handed all of them to the Course Lecturer; and
vii. The final mark on anyone Course shall be made up of marks obtained from Continuous Assessments at the end of Semester's/Session's Examination.

b) Guidelines to Invigilators/Examiners:

Invigilation of examinations is part of the academic staff's work, whether one is permanent, adjunct or part-time. The following, therefore, should be observed for the smooth running of the examinations:

i. It is mandatory for any Lecturer to invigilate an examination as will be indicated in the examination invigilation Timetable;
ii. No materials other than those used to write the examinations are permitted in the examination room or around the entrance of the room;
iii. Every Lecturer is obliged to consult in advance his or her Head of Department to ascertain his/her days of invigilation;
iv. An Invigilator shall be in the examination room 30 minutes before the indicated time of the examination;

v. It is the duty of the Invigilator to allow students to enter the examination room and in good order. No student without the examination card and the current MRU ID shall be allowed to enter the examination room;
vi. Invigilators are not expected to read newspapers, mark examinations, or do anything that will distract attention from monitoring what is going on during the examination;
vii. Invigilators must stay in the room all the time of the examination. In case of any reason that may make the Invigilator move, he/she should arrange for a substitute before leaving the room;
viii. Scripts shall be collected at the end of the examination session, put in an appropriate envelope and returned to the Examinations Unit for central marking;
ix. The Invigilator should check the room thoroughly before leaving in case some script might have fallen. He/she should also clear the room of any paper for the next session;
x. Invigilators shall sign/write an Invigilation Report at the end of every examination session;
xi. Any irregularity in the examination room the Invigilator is responsible for, must be reported to the Head of Department or Dean or Academic Registrar or Examination Unit;
xii. Instructions to candidates and Invigilators shall be published annually by the Academic Registrar setting out details of procedures to be followed in the conduct of examinations;
xiii. Invigilators, who are normally academic members of staff, shall be appointed and briefed by the relevant Dean and Head of Department;
xiv. Names of all invigilators for various examination papers and Examination Time-tables shall be sent to the Academic Registrar one month before the start of the examinations;
xv. There should be at least an Invigilator for every 40 students, and at least two (2) invigilators must be in the examination room at all times;
xvi. Invigilators shall remain in the examination room throughout the examinations;
xvii. The Internal Examiner shall collect all examination papers and related materials from the Faculty, at least, half an hour before the start of all respective examinations;
xviii. The Internal Examiner shall ensure that all examinations start and end on time;
xix. Examination permits and valid identities shall be checked to ensure no impersonation and that candidates only sit for papers they registered for;
xx. No electronic gadgets, e.g., mobile phones, are allowed in the examination room;
xxi. Examination officials of whatever description must ensure that there is no disruption in the examination room;
xxii. Invigilators and students must carefully read examination instructions provided on the front page of MRU Examination Booklets.
xxiii. Examiners are required to ensure that students sign attendance register in their own handwriting as they hand in their scripts and the record of attendance is kept up to a period of one year to help in future queries; and
xxiv. No answer booklet used or unused is taken out of the examination room.

6.15 Central Marking Guidelines:

Marking is feedback given to students after a semester's study. It is used for progression and award decisions and needs to be fair, reliable and valid. The following shall be the guide for the marking exercise:

a) Marking by Internal Examiners shall commence immediately after any examination paper is done;
b) Central Marking shall be organized by the Academic Registrar in liaison with Faculty Deans and Heads of Departments immediately after the end of MRU examinations. All Internal Examiners are expected to participate in this exercise;
c) The duration of Central Marking shall be two (2) weeks; and

d) The Academic Registrar shall:

i) Ensure that all submitted scripts are dispatched for marking;
ii) Ensure that Internal Examiners sign the attendance book whenever they report for marking;
iii) At any one time, have a record of the whereabouts of scripts for all Courses and shall know which scripts have been marked, are being marked, have not been marked and those returned;
iv) Submit an evaluation report of the exercise to the Academic Registrar one (1) week after the two (2) weeks of marking clearly indicating the achievements, challenges and pending work, if any; and
v) The scripts shall not be taken out of MRU for marking by the Internal Examiner.

6.16 Disposal of Examination Scripts:

a) The Academic Registrar shall be the custodian of examination scripts. Examination scripts shall not be disposed off before the passage of normally three years after the date of the examination; and
b) In the case of appealed results, scripts shall not be disposed off before the passage of three years after the conclusion of the appeal.

6.17 Infringement on Examination Regulations

Any person found infringing these regulations shall be subject to appropriate disciplinary action.

6.18 Students' Appeals:

a) If a student wishes to appeal against a result which has been assigned by the Examiner(s), he/she should consult the Faculty Dean who will communicate the problem to the appropriate authority immediately. However, if the candidate will request for the remarking of the paper he/she shall be expected to meet the "remarking fee" as shall be determined from time to time;
b) Appealing is part of quality assurance. Students are free to appeal collectively or individually in case they are dissatisfied with examination results. Candidates shall make their requests in writing and should clearly specify the grounds upon which the appeal is being made. The grounds of appeal include but not limited to the following:

i. Unfair suspension or dismissal;
ii. Unfair award of marks;
iii. Biased marking on the part of the Lecturer;
iv. Errors: Mathematical or unethical; and
v. Marks generally out of step with one's overall performance.

c) A candidate wishing to make any appeal against his/her examination results shall do so within two weeks from the date of publication of final results.

6.19 Procedure for Considering Appeals from Students

a) The Examinations Irregularities Committees of Faculties/Institutes/Schools shall handle and communicate their decisions to the concerned students. In their communication to a student who may have been dismissed, the Examinations Irregularities Committees of Faculties/Institutes/Schools shall mention the following clause "in case you are not satisfied with the verdict you are free to appeal directly to the Senate Examinations Committee";
b) The Examinations Irregularities Committees of Faculties/Institutes/Schools shall communicate the decisions taken to the Senate Examinations Committee for noting;
c) A student who is not satisfied with the decisions of the Faculty Examinations Irregularities Committees may appeal to the Senate Examinations Committee;
d) The appeal shall be in writing addressed to the Academic Registrar and copied to the Faculty/School/Institute Committee stating clearly the grounds of appeal. The Academic Registrar shall acknowledge in writing to the student/candidate and Chairperson of Faculty/School/Institute Committee receipt of the appeal;
e) The Senate Examinations Committee Secretariat upon receipt of an appeal will request the respective Faculty/Institute/School to comment on the information in the appeal; and
f) The Senate Examinations Committee shall consider the merits of the students' appeals and handle as appropriate (see also Rule 8 Procedure for Hearing of Malpractice Cases under Rules on Examination Malpractices and Irregularities).

7.0 Examination Malpractices:

7.1 Introduction

Examination malpractice is a serious offence. It can be explained as any action taken by an individual or group of individuals in contravention to rules and regulations guiding and governing the conduct of examinations. The contravention could include any illicit approach to any examination for the purpose of placing a candidate or group of candidates more at advantage over others. It involves any irregular behavior exhibited by candidates or anybody charged with the conduct of examinations in or outside the examination room before, during or after examination exercise. Students should avoid any examination malpractice which might jeopardize their future.

7.2 Examination Malpractices

a) Cheating in assessed coursework (for example, dissertations, long essay or projects and open book examinations) include:

i) Plagiarism. Plagiarism is the fraudulent representation of another's work as one's own. This applies whatever the source of the materials (for example, a published source, the web, or work of another student), whether the material is copied word for word or paraphrased, and whatever the extent of the material used (a Course on Introduction to Research Techniques gives guidance on how students should reference their sources);
ii) Falsifying data, evidence, or experimental result; and
iii) Providing assistance to another student in an act of plagiarism or falsification.

b) Cheating in examination includes:

i. Taking into the examination room, or possessing while in that room, any books, memoranda, notes or other similar materials (including materials held electronically) except

such as may have been supplied by the invigilator and authorized by the Examiners/Lecturers).

ii. Taking into the examination room any form of material written in any way such as on a piece of paper, clothes, underskirts, inner lining, blouses, brassier, handkerchiefs, arms, and thighs;
iii. Taking into the examination room chits, notes stocked in mathematical sets, rulers, stocking, brassier, or pants;
iv. Copying from, consulting or making use of another candidate's script;
v. Improperly aiding or attempting to aid another candidate, or improperly obtaining or attempting to obtain aid from any person;
vi. Consulting or attempting to consult, any books, memoranda, notes or any other similar material (including material held electronically) while present in the examination room or temporarily outside the examination room during the period of the examination;
vii. Impersonating or attempting to impersonate another candidate or being impersonated;
viii. Registering one's name on the attendance list, but failing to submit the answer script and goes out with it as his/her property, and later claim a right to some marks which were lost by examination officials; and
ix. Transferring to another student notes/answers on question papers or answer booklet or collecting such paper from other candidate (i.e., exchange of question papers and examination booklets).

c) Other misconduct in examinations include:

i. Talking or behaving in a manner likely to disturb or distract other students;
ii. Smoking, chewing gum, eating or drinking (other than plain water);
iii. Bringing a mobile phone into the examination room;
iv. Removing examination scripts or other materials from the examination room;
v. Removing/tearing pages from the examination script; and
vi. Leaving the examination room without the permission of the Invigilator

Examination Malpractice is an act of wrongdoing carried out by a candidate or group of candidates or any other person with the intention to cheat or gain unfair advantage in an examination. The most common forms of malpractice in examinations are smuggling, external assistance, collusion, impersonation, substitution and leakage. Some of the details are as follows:

a) Smuggling

This occurs when a candidate takes written information into the examination room with the intention to cheat. It also includes dragging text books, note books, charts into the examination room and written notes on examination card, palms, thighs, desks, skirts-hems, etc. Candidates shall be checked thoroughly before entering the examination room. Any candidate found with smuggled materials inside the examination room will be asked to write a statement admitting that the materials were found with him/her and shall face a disciplinary committee which will decide his/her fate.

b) Collusion

This occurs when two or more candidates in an examination room secretly agree to assist each other to answer all or part of an examination question, for instance, candidates whispering or talking to each other over an examination question, exchanging answers, passing notes to each other to copy, exposing one's written work for another candidate to read or copy. The Invigilators should, therefore, be vigilant throughout the duration of the paper so that this does not occur.

c) Substitution

This occurs when a candidate's answer script which is written under examination conditions is replaced with another script written outside examination conditions. Supervisors/Invigilators and candidates should, therefore, ensure the proper sealing of scripts in the returning envelopes.

d) Impersonation

This occurs when somebody, other than the candidate duly registered for that examination, claims to be the rightful candidate, sits or attempts to sit the examination for the duly registered candidate. Any person found impersonating will be arrested, taken to Police and prosecuted.

e) Leakage

This is having prior knowledge of the contents of the examination questions. Leakage occurs when the candidate is in possession of the examination question paper or is told the contents of the examination question paper in advance. Usually leakage occurs when students who wish to cheat collude with various individuals in MRU, e.g., Lecturers, and staff of MRU such as administrators and those handling the examinations. Supervisors should check the examination question paper envelopes to ensure that they have not been tampered with.

f) Wound or Sore

A student could pretend that he/she has a wound or a sore in the leg or hand and then bandages it. Yet inside it he/she has stored some notes which he/she will then use for cheating during the examination.

g) Satellite

This is a style whereby the candidate has earlier written some formulae on the ceiling or desk where he/she will sit to write the examination. During the course of the examination, he/she looks up steadily on the ceiling (or the desk) in a manner that he/she is thinking or trying to recall answers whereas he/she is copying down the formulae.

h) Bullets

In some quotas, this is sometimes called "missiles". Here, a candidate goes into the examination hall with what is generally referred to as "arms and ammunition". The arms and ammunition are bullets or missiles which deal with the enemies (questions). They are actually pieces of paper with formulae and notes to serve as reminders during examination.

i) Coffin

This is the style or strategy of going into the examination room with notes stocked in mathematical sets, rulers, stockings, caps, brassier, mouth, or pants.

j) Collusion with Invigilators

This is when an Invigilator collates the purpose of his/her work in agreement with a "special" candidate. Here, he/she does not only allow the "special" candidate to cheat but goes along helping him/her with answers. This is particularly so in the subject where the Invigilator is a specialist.

k) Messiah

This again has to do with the Invigilator. Here, the Invigilator assists the candidate to handing over the question paper to someone outside the examination room to work it out and he/she (Invigilator) subsequently collects it and submits it as the genuine answer booklet of the student/candidate.

l) Expo

This is when questions get to candidates before the date of the examination. Availability of and accessibility of a helpful collaborator, a boyfriend, girlfriend, a related Lecturer, or typist can help to leak examination questions. This is also called "leakage".

m) Direct Coping

This is a common practice in mathematics, and science subjects or objective questions, when a bright candidate allows another to copy his/her answers.

n) Sanitary Pads

This method involves mainly female candidates. They hide prepared notes in pants, brassier and headscarf and bring them out during examination.

o) Giraffing

This is when a candidate, in most cases without arrangement, elongates his/her neck longer than necessary in search of answers from perceived better candidates.

p) Mercenary

This is similar to impersonation. But here both the candidate and the extra candidate (the mercenary) write the examination using one number. At submission, the real candidate does not submit his/her script. In both cases the impersonation and mercenary, the helper, pays in cash or kind.

q) Discussion

This is the commonest, particularly when the invigilation is weak. Here, candidates, discuss and exchange ideas among themselves. Invigilation could be weak due to too few invigilators.

r) Give-Me-I-Give-You

This is when rich candidates uses money to influence poor typists or duplicators to give them question papers before the day of the examination.

s) Toilet Syndicate

This is when already prepared notes, formulae or sampled answers are hidden in toilet rooms for reference on the pretext of going to ease oneself.

c) Offer and Carry

This is a situation when clerks/typists, teachers or officials of examination bodies exchange live question papers for cash or kindness. MRU will group these malpractices into:

a. Examination leakage;
b. Negligent invigilation;
c. Refusal to invigilate;
d. Fraud in the examination process;
e. Cheating during examination;
f. Cheating in coursework and test; and
g. Handling of examination cheats.

7.3 Procedures for Dealing with Irregularities:

a) Prior to the commencement of each examination, Invigilators shall draw the attention of candidates the seriousness of irregularities;
b) When an Invigilator suspects a candidate of irregularities in an examination, the Invigilator, after consulting and confirming with other Invigilators, shall inform the candidate that a Report will be made to the Academic Registrar;
c) The Invigilator shall, whenever possible, confiscate the material that is being used for irregularity, but the candidate shall be permitted to finish the paper;
d) At the end of the examination paper, the candidate shall be asked by the Internal Examiner or Invigilator to make a written statement to be submitted to the Academic Registrar;
e) The Internal Examiners or Invigilators shall make a full, written Report of the incident to the Academic Registrar, immediately after the examination; and
f) The Internal Examiners' or Invigilators' Report and the candidate's statement shall be considered by the Students' Irregularities Committee.

What should be done in case of examination malpractices? Any student/candidate found guilty of fraudulent conduct as defined above shall be liable to:

a) Cancellation of the relevant examination and suspension from MRU for a period not exceeding two academic years, or;
b) Cancellation of the relevant examinations and dismissal from MRU; and
c) A bursary student/candidate found guilty of contravening the rules and regulations above, may have it cancelled besides any other punishment except in cases where the student/candidate is dismissed from MRU.

7.4 Examination Malpractices for Lecturers and Invigilators:

a) An Invigilator who refuses/fails to turn up for invigilation;
b) An Invigilator who sits or stays put in one place while examination is going on;
c) An Invigilator who reads something else like newspapers, a book, etc., while examination is going on and fails to note what is going on in the examination room;
d) An Invigilator who leaves the examination room when the examination is still in progress;
e) An Invigilator who catches an examination cheat and fails to report to the appropriate authority;
f) A Lecturer who carelessly handles and loses any student(s) examination or coursework scripts;

g) A Lecturer who fails to mark and submit the examination results to the appropriate office in time;
h) A Lecturer who is 'bought' in any way to alter the grades;
i) A Lecturer who fails to mark the examination and coursework scripts and instead awards marks by guesswork;
j) A Lecturer who intentionally or unintentionally does not have or fails to adhere to a marking scheme; and
k) A Lecturer, typist or secretary who helps to leak any examination questions.

8.0 Functions of the Examination Personnel

a) For purposes of these regulations, Senate has the overall authority in all matters affecting examinations, including the setting, conducting, marking and declaring of results. Senate decision in all these examination matters shall be final; and
b) Subject to the MRU Charter and other Statutes, all matters concerning MRU examinations shall be supervised by the Academic Registrar under the general direction of the Senate.

8.1 Academic Registrar

The Academic Registrar is entrusted with coordinating MRU examinations. She/he is expected to ensure the efficient and effective interplay of the organizational logistics of examinations such as:

a) Overall supervision of the examination process in MRU;
b) Supervising processing of examinaions;
c) Preparation and circulation of MRU examination timetable;
d) Ensuring availability and distribution of relevant and adequate materials, space and manpower for examination purposes;
e) Supervising the processing of results and considering results through the various board meetings (Faculty Boards, Departmental Boards, and Senate);
f) Writing a Report on the conduct of examinations every semester;
g) Ensuring that candidates' results are properly recorded, graded and issued on time and in a transparent manner;
h) Ensure that student queries about examinations and results are duly handled at every level; and
i) Clearing students for graduation.

8.2 Faculty Deans

For purposes of this Policy, the Deans are the Chief Examiners of their respective Faculties and are responsible for:

a) Overall supervision of the examination process in the Faculty;
b) Compiling all results from Departments;
c) Convening Faculty Boards to consider the marks and discuss:

i. Performance of the students;
ii. Whether examinations were conducted/held in accordance with MRU Rules and Regulations;
iii. Areas of concern or poor results;
iv. Irregularities;
v. Missing marks;
vi. Selection of students with poor results or those with very good results; and
vii. Approve the provisional results for display to candidates and transmission to the Senate.

8.3 Heads of Department

The Head of Department is the Chief Examiner in the Department and as such is responsible for overall teaching and examination of a given Course offered by the Department in accordance with the Course Content and MRU rules and regulations. The Head of Department should ensure that:

a) The Lecturers or Course Instructors complete Course Syllabus at least two (2) weeks before the start of MRU's examinations period;
b) Lecturers or Course Instructors have conducted at least two (2) Continuous Assessment tests, latest two (2) weeks before the start of MRU's examination period;
c) Examinations are set and moderated to the required standards before the start of MRU's examination period;
d) Examinations are conducted in accordance with MRU's rules and regulations;
e) Examination scripts are marked within the time specified by the Senate. Failure to complete marking of scripts on time may lead to disciplinary action being taken as specified in MRU's rules and regulations;
f) Processing (editing, formatting, printing, packing and collating) of examinations; and
g) Ensuring that Invigilators are available at the right time and venue.

8.4 Functions of Internal Examiners:

i. An Internal Examiner is normally an academic member of staff, at the level of a Lecturer and above, who has taught the Course he/she is examining;
ii. Internal Examiners shall mark every script. To ensure consistency in marking, Internal Examiners shall be required to have a proper Marking Scheme;
iii. The Dean, as the Chief Internal Examiner, assisted by the Head of Department shall ensure accurate recording of all Continuous Assessment Marks and the end of a Semester/session examination marks on the individual Course mark sheets;
iv. In cases where the Internal Examiner is unable to be present at the start of the examination, he/she shall inform the Head of Department, who shall then nominate a replacement from the Department concerned;
v. Internal Examiners shall verify the total number of scripts received from the record of candidates who have taken the examination;
vi. An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place, shall consult the Head of Department. If the Head of Department considers that an examination irregularity has occurred, he/she shall make a full report to the Academic Registrar, through the Faculty Dean;
vii. After marking has been done, all the relevant examination mark sheets shall be accurately completed, checked and signed by the Internal Examiner, the Head of Department, the Dean, the Faculty Examination Coordinator (where applicable) and the External Examiner(s);
viii. Internal Examiners and External Examiners shall not divulge marks to students. All documents tabled during Departmental and Faculty Board meetings, shall be reclaimed from members of the Board, at the end of the meeting, by the Departmental or Faculty Board Administrator; and
ix. The Internal Examiner should consider the following aspects when setting an examination:

    i. Coverage of the whole Course Content;
    ii. Going deeper in the subject matter beyond lecture room notes – and hence assess students" understanding of the subject and how to use that knowledge in various situations;
    iii. Rational allocation of marks;

iv. Science, by its nature, deals with specifics rather than long argumentative issues – meaning more short answer questions rather than many questions should be the norm in science examinations;
v. The Internal Examiner must communicate to the Invigilator in advance in case of an open book examination(s);
vi. Essay questions should (where possible) be integrative and emphasize applied aspects and the use of relevant local examples; and
vii. Although there is no recycling of questions, previous questions can be modified or recast to be answered differently. Faculty Examination Coordinators will check their question banks for cases of "cut and paste".

9.0 Grading Systems and Other Requirements

9.1. Assessment and Grading

a) Undergraduate Programs

i. Coursework (that is progressive/continuous assessment) contributes 30% of the total marks;
ii. End of semester examinations contribute a maximum of 70% of total marks; and
iii. The Pass Mark shall be 50 per cent.

b) Postgraduate Diploma:

i. Coursework (that is progressive/continuous assessment) contributes 40% of the total marks;
ii. End of semester examinations contribute a maximum of 60% of total marks; and
iii. The Pass Mark shall be 60 percent.

c) Masters' Degree:

i. Coursework (that is progressive/continuous assessment) contributes 40% of the total marks;
ii. End of semester examinations contribute a maximum of 60% of total marks; and
iii. The Pass Mark shall be 60 percent.

d) Doctoral Degree:

The mode of assessment shall be a Thesis

9.2 General Guidelines

a) The performance of students in MRU Examinations shall be determined by grades from both Continuous Assessments and end of Semester/Session's Examinations;
b) Unless otherwise approved by Senate, each Course shall be graded out of a maximum of 100 marks.
c) Unless otherwise approved by Senate, the Pass Mark for all undergraduate Courses shall be 50%; and 60% for postgraduate courses;
d) The final mark for each Course shall be rounded off to the nearest whole number;
e) A candidate who obtains a final mark from 47% to 49% (for undergraduates) and from 57% to 59% (for postgraduates) may be compensated. The mark(s) compensated are deducted from other CU's marks. A student cannot be compensated in more than one paper (CU);

f) In order to proceed to the following year of study, a candidate must pass all the prescribed Courses, unless otherwise approved by Senate; and
g) A student may be allowed to proceed to the next level provisionally, provided he/she has not failed more than 40% of papers (CUs). To proceed to another Academic Year a student must have passed 60% of his/her designated CUs.

9.3 Absence from Examination

a. If the Board of a Faculty/School/Institute is satisfied that a student has no justifiable reason for having been absent from a particular examination, such a student shall receive a fail (F) Grade for the Course(s) he/she had not sat the examination in. The Course(s) in which the Fail (F) Grade was/were awarded shall also count in the calculation of the Cumulative Grade Point Average (CGPA); and
b. If the Board of a Faculty/School/Institute is satisfied that a student was absent from coursework assessment and/or a final examination due to justifiable reason(s) such as sickness or loss of a parent/guardian, a Course Grade of ABS shall be assigned to that Course(s).

9.4 Deferred Examinations

a. A student who provides credible reason for failure to complete coursework assessment or to attend an examination may be permitted to 'sit' the deferred examination or coursework assignment when the course(s) is being offered again;
b. Students needing a deferred examination must submit an application to their respective Dean's or Director's Office. The application and supporting documentation pertaining to the absence must be presented as soon as the student is able, having regard to the circumstances underlying the absence but not later than the beginning of the semester in which the examination is scheduled. Where the cause is incapacitating illness, a student must present a MRU Medical Centre Statement Form. In other cases, including severe domestic affliction, adequate documentation must be provided to substantiate the reason for an absence;
c. In case of application for the deferred examination has been approved, the Department responsible for the course shall make arrangements for the approved deferred examination;
d. The grades obtained from a deferred examination shall not be categorized as retake because the assessment(s) is for the first time;
e. A deferred examination shall not be approved if a student has not been in regular attendance where attendance and/or participation are required, and/or, excluding the final examination has completed less than half of the assigned work;
f. A student with two or more deferred examinations outstanding from a previous semester may be required to reduce the number of Courses in which they are registered in order to accommodate deferred Courses from previous semester(s) in their semester load. Deferred examination shall be included in a student's maximum semester load; and
g. A student shall be required to pay for deferred examination and payment shall normally be made at the beginning of the semester.

9.5 Conceded Pass

A. Definition of Conceded Pass

A "Conceded Pass" is a pass granted for a course in which a final year candidate is within five marks of a Pass Mark in the Course assessment. The pass is conceded on the basis that the

student's overall performance in other Courses for the program has been sufficiently strong to counter the deficient percentage in that particular Course.

B. Circumstances Potentially Warranting a Conceded Pass

The personal circumstances of a student must be taken into account. The student's performance in the Course could have been adversely affected by his/her personal circumstances. The circumstances for approval of a Conceded Pass may include but not limited to:

i. Student illness or medical condition;
ii. Family issues (e.g., injury or illness, bereavement, etc);
iii. Commitments to participate in national sport or other activities that warrant favorable consideration;
iv. Commitments to assist with community service activities;
v. Unavoidable and unexpected work commitments (e.g., relocation); and
vi. Awarding conceded passes does not compromise the requirements for accreditation of that programme by a professional body.

C. Responsibility and Procedure

a. The Conceded Passes are granted at the discretion of the Faculty/Institute/School's Board of Examiners. Students are not automatically entitled to the Conceded Passes and may not request them; and
b. The Board of Examiners shall, during the time of consideration of examination results, identify and grant students eligible for Conceded Passes. A student will then be formally informed that he/she has been offered a Conceded Pass.

D. Eligibility for a Conceded Pass

A conceded pass shall be granted under the following conditions:

a. A candidate on Undergraduate Program shall be eligible for a Conceded Pass if the final mark in a Course is in the range of 45 – 49% inclusive and the CGPA for the student will be at least 2.0;
b. A Conceded Pass may only be awarded if a student has attempted the paper, at least three times. The better of the grades earned will be used for awarding a Conceded Pass;
c. A Conceded Pass shall be discretionary and the Examination Boards shall take into account the following:

    i. The results a student has scored each time he/she has attempted the paper;
    ii. A student's overall academic record;
    iii. Comments from his/her Lecturers, e.g., on their class attendance and participation; and
    iv. Whether the Course is required for professional accreditation; or it is necessary for a student to demonstrate professional or clinical competence as part of its assessment requirements

d. A Conceded Pass shall be granted to a whole Course, not to a particular piece of assessment;
e. Candidates granted Conceded Pass shall earn a credit on the basis of Conceded Pass "CP";
f. Only candidates in their final year of studies shall be eligible for Conceded Pass;
g. In both undergraduate and postgraduate programs, the number of conceded pass will be restricted to only one Course; and
h. In case a candidate does not qualify for Conceded Pass as stipulated above the existing provision in the semester regulations will guide as the case may be.

E. Recording a Conceded Pass on the Academic Transcript

A granted Conceded Pass will be recorded on the student's academic transcript by indicating the true percentage/grade achieved, and "CP" as the grading code.

9.6 Discontinuation

a. When a student accumulates three consecutive probations based on CGPA he/she shall be discontinued;
b. A student who has failed to obtain at least the Pass Mark (50%) during the Third Assessment in the same Course or Courses he/she had retaken shall be discontinued from his/her studies at MRU; and
c. A student who has overstayed in an Academic Programme by more than Two (2) Years shall be discontinued from his/her studies at MRU.

9.7 Approval of Examination Results

a) The Senate has delegated the power to approve all examination results to Boards of Colleges/Faculties/Institutes/Schools. But the results shall not be regarded as final until they are confirmed by Senate on submission of Appropriate Pass Lists to Senate by the relevant Boards. The Appropriate Pass Lists to Senate should be accompanied with Faculty Board Minutes; and
b) Students shall be provided with examination results using the approved testimonial format.

9.8 Publication of Results

The relevant Department shall publish Provisional Examination Results of candidates in every examination soon after the meeting of Departmental Examination Committee; the Examination Results shall be arranged and published in a manner as prescribed by Senate.

9.9 Graduation Programme Load

Each Campus/Faculty/School/Institute Board shall specify the quantity and composition of their Program Load Requirements for the Award of the Degree/Diploma/Certificate. The composition shall include both Core and Elective Courses.

9.10 Earning of Credits in a Course

a) Each student shall earn Credits for all the Courses specified in the Program Load for Graduation; and
b) A Credit shall be earned when a student has obtained at least the undergraduate Programs Pass Mark (50%) in each Course he/she had been assessed in. In other words, no Credit shall be earned in a Course in which a student has failed the Assessment.

9.11 Grading of Marks

The overall Marks a candidate obtains in each Course he/she offered shall be graded out of a maximum of One Hundred (100) Marks and assigned appropriate Letter Grades and Grade Points as follows:

a) **Grading system**

Marks	Letter Grade	Grade Point	Interpretation
90-100	A+	5	Exceptional
80-89	A	5	Excellent
75-79	B+	4.5	Very good
70-74	B	4	Good
65-69	C+	3.5	Fairly good
60-64	C	3	Fair
55-59	D+	2.5	Pass
50-54	D	2	Marginal pass
45-49	E	1.5	Marginal Fail
40-45	E-	1	Clear Fail
Below 40	F	0	Bad Fail

b) Description of Grading

a. A+ Exceptional: thorough knowledge of concepts and/or techniques and exceptional skill or great originality in the use of concepts/techniques in satisfying the requirements of an Assignment or Course.
b. A Excellent: thorough knowledge of concepts and/or techniques together with a high degree of skill and/or some elements of originality in satisfying the requirements of an Assignment or Course.
c. B+ Very Good: thorough knowledge of concepts and/or techniques together with fairly high degree of skill in the use of concepts/techniques in satisfying the requirements of an Assignment or Course.
d. B Good: Good level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an Assignment or Course.
e. C+ Fairly Good: Acceptable level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an Assignment or Course.
f. C Fair: Acceptable level of knowledge of concepts and/or techniques together with some skill in using them to satisfy the requirements of an Assignment or Course.
g. D+ Pass: slightly better than minimum knowledge of required concepts and/or techniques together with some ability to use them in satisfying the requirements of an Assignment or Course.

h. D Marginal Pass: minimum knowledge of concepts and/or techniques needed to satisfy the requirements of an Assignment of Course.
i. E Marginal Fail: no sufficient knowledge of concepts and/or techniques needed to satisfy the requirements of an assignment.
j. F Fail: poor or lack of understanding of knowledge of concepts or techniques.

9.12 Retaking a Course or Courses

a. A student shall retake a Course or Courses when next offered again in order to obtain at least the Pass Mark (50%) if he/she had failed during the First Assessment in the Course or Courses;
b. A student who has failed to obtain at least the Pass Mark (50%) during the Second Assessment in the same Course or Courses he/she has retaken shall receive a warning;
c. A student may retake a Course or Courses when next offered again in order to improve his/her Pass Grade(s) if the Pass Grade(s) got at the first Assessment in the Course or Courses were low. A student who fails to attain higher marks after retaking to improve the examination results of the first sitting are recorded on the transcript and should not be recorded as Retake;
d. Where a student misses to sit examinations for justified reasons, the grades obtained after sitting examination shall not be recorded as a retake because the candidate is sitting the examinations for the first attempt;
e. While retaking a Course or Courses, a student shall:

   i. Attend all the prescribed lectures/tutorials/Practical's/Fieldwork in the Course or Courses;
   ii. Satisfy all the requirements for the Coursework component in the Course or Courses; and
   iii. Sit for the University Examinations in the Course or Courses.

f. A student shall not be allowed to accumulate more than five (5) Retake Courses at a time. Students are required to register for Retakes Course(s) first before registering for new Courses offered in that semester and the Retake Courses should fit into the approved normal load to avoid timetable clash;
g. A final year student whose final Examination Results has already been classified by the relevant College/Faculty/School/Institute Board and has qualified for the Award of a Degree/Diploma/Certificate, shall not be permitted to retake any Course or Courses;
h. When a student has retaken a Course the better of the two Grades he/she has obtained in that Course(s) shall be used in the computation of his/her CGPA;
i. Whenever a Course or Courses has/have been retaken, the Academic Transcript shall indicate so accordingly;
j. Students who have a Course(s) to retake and the Course(s) fall beyond the set normal semester load for their Academic Programmes shall pay tuition fees on prorata basis for any Course/Courses to be retaken. Besides, such students also pay the re-examination fees per Course retaken as well as the Registration Fees.

9.13 Progression

i. Normal Progress

Normal Progress shall occur when a student has passed the Assessments in all the Courses he/she had registered for in a particular Semester and not when he/she has passed the Assessments in the Core Courses only.

ii. Probationary Progress

A student who has obtained the CGPA of less than 2.0 shall be placed on Probation. Such a student shall be allowed to progress to the next Semester/Academic Year but shall still retake the Course(s) he/she had failed the assessments in later on and obtain at least the Pass Mark (50%) in the Course(s).

9.14 Certificate of Due Performance

a. A student who fails to honor the deadline set for handing in an assignment without justifiable causes(s) shall receive a score of a zero or fail grade in that assignment; and
b. A student who does not have coursework marks shall be denied Certificate of Due Performance and will not be allowed to sit MRU Examinations.

9.15 Change of Course

A student may be permitted to change course(s) in an Academic Program in order to substitute the Course(s) failed. The Substitute Course(s) should be within the specified Course(s) for that Academic Program.

9.16 Classification

For purposes of the classification of Degrees, Diplomas and Certificates (where applicable) CGPA for the various Classes shall be as indicated below:

Class	CGPA
First Class	4.40 - 5.00
Second Class – Upper Division	3.60 - 4.39
Second Class - Lower Division	2.80 - 3.59
Pass	2.0 - 2.79

9.17 Awards

The Board of Examiners in a Faculty or Academic Institute, upon its satisfaction that the standard required under relevant regulations for the award of a Degree, Diploma, Certificate or other award, as the case may be, has been attained by a candidate in MRU examinations applicable to him/her, may recommend to the Senate through the relevant Board of a College, School, Faculty, academic Institute that such Degree, Diploma, Certificate or other award be conferred upon or granted to such successful candidate.

9.18 Calculation of the CGPA

The CGPA at a given time shall be obtained by:

a) Multiplying the grade point obtained in each Course by the CU assigned to the Course to arrive at the Weighted Score for the Course;
b) Adding together the Weighted Scores for all the Courses taken up to that time; and
c) Dividing the Total Weighted Score by the total number of CU taken up to that time.

10.0 Remarking Students' Work

Guidelines for handling students who are dissatisfied with their marks are as follows:

a. A candidate wishing to make any appeal against his/her examination results shall do so within 30 days from the date of publication of the final results;
b. All appeals for re-marking shall be addressed to the chairperson of the Faculty/Institute/School Examinations Committee and a copy given to the Lecturer concerned;
c. Candidates shall make their requests in writing clearly specifying the grounds upon which the appeal is being made including, but not limited to the following:

    i. Miscomputation of Marks;
    ii. Bias on the part of the Lecturer; and
    iii. Marks generally out of step with one's over-all performance.

d. The Faculty/Institute/School Examinations committee shall communicate its decisions to the affected student within a period of 14 days of its deliberations;
e. From the time the decision to remark is made by the Faculty/Institute/School Examinations Committee, remarking shall be completed within two weeks and the new mark awarded shall be approved by the Dean on behalf of the Faculty/Institute/Schools Board of Studies; and
f. If a candidate decides to withdraw his/her appeal before it is considered by the Committee, such withdrawal shall be done in writing.

END