

MZUZU UNIVERSITY

REGULATIONS ON THE CONTROL AND CONDUCT OF EXAMINATIONS AND PRESENTATION OF ACADEMIC WORK

PRE-EXAMINATION ADMINISTRATION

Departments which have adequate human and material resources shall handle all pre-examination procedures and where a department is unable to do so, then the Vice-Chancellor or his appointee will handle all pre-examination procedures.

PREPARATION FOR EXAMINATIONS

A. Examiners

1. The Examiners of the University shall be the following:
 - a) Members of the teaching staff of the University.
 - b) Member of staff as appointed by Heads of Department.
 - c) The External Examiners.

B. External Examiners

1. At least one External Examiner shall normally be appointed in each course or group of courses studied by candidates for Diplomas and Degrees of the University.
2. An External Examiner must be a duly qualified person who is not engaged in teaching in the University.
3. External Examiners of all Diplomas and Degrees shall be appointed by Senate on the recommendation of an appropriate committee.
4. External Examiners shall not normally act for more than three consecutive years.
5. A former member of staff may not normally be appointed as an

External Examiner until at least three years have elapsed since leaving this University's appointment.

6. Details of the External Examiner shall be those discussed and arranged between the Examiner and the relevant subject Head, subject to any rules or guidance as may be laid down from time to time by Senate.
7. Each External Examiner shall submit a short written report to the Vice-Chancellor on completion of his/her examining in which he/she shall comment on the general standard of the examination and on the performance of the candidates.

C. Examination Time Tables

1. The Registrar shall be responsible for drawing up the time table.
2. Examination time tables must be published not later than two weeks prior to the commencement of the end of year/final examination.

D. Examination Numbers

1. All candidates who enter for an examination must complete an entry form obtained from the Registrar.
2. The Registrar shall be responsible for the allocation of examination numbers to candidates and for informing the candidates accordingly, not later than two weeks before the first examination.

E. Special Arrangements on Religious Grounds

1. Special arrangements may be made by the Registrar to accommodate candidates who seek to have an examination date changed on religious grounds.

F. Setting of Examination Papers

1. Question papers must be submitted by the Internal Examiners to Heads of Department, on the due date. Marking schemes should also be provided as prescribed by the Department.
2. All examination titles must be distinguishable from each other.

G. Invigilation

1. Each member of the academic staff is expected to undertake invigilation.
2. The Registrar will be responsible for drawing up a list of invigilators for each examination.
3. Internal Examiners must be present for the first 30 minutes of each examination paper for which they are responsible.
4. There shall be a minimum of two invigilators per examination session in an examination room.
5. Each individual team shall have its Chief Invigilator who shall coordinate and oversee the invigilation.
6. An invigilator who defaults in his/her invigilation duties shall be guilty of professional misconduct.

H. Conduct of Examination

1. Initial Responsibility of Invigilators

- a) The Registrar will ensure that the sealed papers reach the Chief Invigilator who, not later than 20 minutes before the start of examination, will open the envelope and arrange for the distribution of the papers to the desks by the invigilators.
- b) The invigilators will distribute answer books/sheets and any other approved items to each desk.
- c) If for any reason an examination cannot start punctually, the Chief Invigilator shall note the actual time when it begins and ensure that the correct time is allowed for the paper.
- d) The Registrar will supply each invigilator with:
 - i) duplicate lists of candidates who have entered for each examination under his/her charge.
 - ii) lists of candidates showing sitting plan.

Invigilators will check that each candidate is in the proper seat and will strike out and write absent beside

the names of any candidates who are absent. The top copy of these lists must be given to the Registrar and the others must be placed in the envelopes with the scripts.

- e) Care shall be taken to ensure as far as possible, that when two or more examinations are being held in one examination hall at any one session, the starting and finishing time of these examinations shall coincide.

2. Candidates Entry to the Examination Hall

- a) All candidates should have identity cards when entering examination rooms.
- b) Candidates must be punctual for the examination at the times stated in the examination time table and should arrive at the examination hall 10 minutes before the start of the examination.
- c) Candidates will be admitted into the examination hall by the invigilator before the start of the examination.
- d) Each candidate entering the examination hall is required to occupy the seat allotted him/her.
- e) No candidate will be permitted to enter the examination hall after half-an-hour from the start of the examination, provided that the Chief invigilator may dispense with this rule in any case where he/she is satisfied that the candidate had no opportunity of communicating with another candidate who had already left the hall.

3. Absence or Leaving Examination Hall

- a) In the case of failure to sit an examination, without due cause, the candidate shall be regarded as having missed the examination and an examination mark of zero will be awarded.
- b) Any candidate who is unable to attend an examination on account of illness, or other necessary cause, must send a message to the Registrar, and must obtain an appropriate certificate testifying to the candidate's inability to write an examination.
- c) No candidate will be allowed to leave the examination hall in the first 30 minutes from the start of the examination or the last 30 minutes of an examination except in cases of illness or other necessity.

- d) The Chief Invigilator will report to the Registrar the name of any candidate who leaves early on account of illness, and the time of leaving (for transmission to the examiners).

4. Practical Examinations

The running of practical and laboratory examinations shall be the responsibility of the Internal Examiners in the Departments concerned.

5. Adherence to Examination Time Limits

- a) Candidates shall be warned of the time by the Chief Invigilator, including 30 minutes and 10 minutes before the end of the examination. Each examination hall must have a clock placed where it can be easily seen by all candidates.
- b) Candidates must stop writing at the end of the examination.

6. Candidates Handling of Examination Papers and Supplementary Materials

- a) Apart from the normal writing materials, candidates would be allowed to take into the examination room only such materials as specified on the examination paper, and candidates should be notified before the examination of any such materials.
- b) Candidates will be provided with rough paper where necessary.
- c) All answers must be written in the distributed answer books, to which must be fastened any supplementary answer books/sheets.
- d) Candidates must leave all answers, rough work, question papers and unused paper on their desks.
- e) No borrowing of materials will be allowed in the examination hall. Candidates are expected to bring their own materials i.e. rubber, rulers, pencils e.t.c.

7. Delivery of the Completed Examination Script and Spare Examination Papers

- a) The Chief Invigilator will be responsible for delivering scripts to the Registrar and the appropriate Internal Examiners will collect them and sign for them as evidence that they have been received.
- b) Question papers will be given to the appropriate Heads of Department who will send two copies each to the University Librarian and University Registrar.

8. Preservation of Examination Scripts

Examination Scripts should be preserved for one year by respective Heads of Department.

9. Misconduct of Candidates in Examination

- a) (i) When a candidate is found cheating in an examination the Chief Invigilator shall confiscate or impound any evidence, get another invigilator to witness the alleged cheating and advise the candidate that until a final decision is made he/she is free to continue writing the examination if he/she so wishes.
- (ii) Cheating in tests and examinations takes several forms, for example; writing from hidden notes, books e.t.c., communicating with fellow candidates, peeping or attempting to copy from fellow candidates' work e.t.c.

These practices of dishonesty are viewed seriously because candidates who successfully indulge in them gain unfair advantage over others and because they confound and invalidate the grading system.

- b) The Chief Invigilator shall write a report on the matter and submit it to the Vice-Chancellor within 24 hours together with the script in question.
- c) The examination scripts related to the examination paper in which the candidate is alleged to have cheated shall not be marked before a decision is made.
- d) Where an allegation of cheating is made after an examination has already been written then all the evidence shall be obtained in writing signed by the witness to the alleged cheating. The evidence together with a written report shall be sent to the Vice-Chancellor as soon as is practicable.

10. Disciplinary Action

- a) There shall be a Senate Academic Disciplinary Committee which shall be chaired by the Director of Studies and other members shall be the Deans and the Heads of Department concerned.
- b) When alleged cheating has been reported to the Vice- Chancellor he/she shall refer the case to the Committee which shall report back its findings to the Vice-Chancellor.
- c) The suspect shall be invited to present his side of the case to the Committee where persons who witnessed the alleged cheating shall be present as witnesses.
- d) The Vice-Chancellor shall consider the report made to him by the Committee and if he/she is satisfied with the guilt of the candidate proof beyond reasonable doubt he/she shall have the power to impose a penalty on the candidate including the power to suspend or dismiss him/her.
- f) A candidate who is aggrieved by the decision of the Vice- Chancellor shall have the right to appeal to a Committee to be appointed by the Senate.

11. Examinations and Assessments

Examinations assessments procedures in the University shall be as follows:

- a) Grades shall be considered by a Departmental meeting chaired by the Head of Department which shall pass them on to
- b) Faculty Assessments Committee meeting chaired by the Dean which shall pass them on to
- c) Senate Assessments Committee chaired by the Vice-Chancellor.

12. Appeals

An aggrieved candidate has the right to approach the standing Appeals Committee. (Ref. Students Handbook)

PRESENTATION OF ACADEMIC WORK

As students engage in the academic work which will require them to search for information from various sources it becomes necessary that the information

obtained is acknowledged accordingly. Where this requirement is not fulfilled a student may be accused of academic dishonesty.

The following are guidelines on the matter of academic dishonesty:

a) **Plagiarism**

Plagiarism is defined as the deliberate use of any outside source without proper acknowledgement. "Outside Source" in this respect means any work published or unpublished, by any person other than the student. Plagiarism also means paraphrasing from such sources. This is not permitted because it is a misrepresentation of the material as the student's original citations, footnotes or quotations of other people's work. In other words students must clearly show which ideas are their own and those which are other people's.

b) **Unreported collaboration on Written Assignments**

If collaboration is allowed for any assignment, this fact ought to be communicated to all the students in advance of the assignment. Any collaboration must be fully acknowledged and the extent of collaboration explained in a footnote. For example if Peter Soya and Fezi Lasi collaborate over accounting problems 1,2 and 3 Peter Soya should state in a footnote "I collaborated on this work with Fezi Lasi . She worked on problems 1 and 2 and I worked on 3". If collaboration is not allowed, the individuals should do their own work.

c) **False Data Submitted for Practical or Work or False Citation**

Under this act of dishonesty a student may create imaginary data for which no work was done or "improve" data in order that the results of the study are in keeping with the expected outcome or in the case of false citation, a student may deliberately attribute to a source from which the material in question was never, in fact obtained.

Data-faking is a serious matter because it is deceptive and obscures the discovery of scientific truth. Scientists working in isolation must be able to trust each others integrity, and this means that obtained data must never be "cooked" in order to satisfy a particular hypothesis.

d) **Theft of Another Student's Paper**

“Theft” shall be construed to mean any unauthorised use of another student’s paper even removal from the owner or its normal location. This category is really an extension of plagiarism, only much worse than it because it may deprive the righteous student of a deserved grade in the favour of the “thief”.

- e) Any other form of academic dishonesty will incur a penalty by Senate.

Violations

All the above practices constitute academic dishonesty and are viewed seriously by the University since they are violations of University standards. The jurisdiction over violation of the regulations cited above will rest with Senate who will consider recommendations from the Faculty.

Seriousness of Offence

Academic fraud is always considered a serious matter, and will be considered especially serious if:

- i. The student has submitted a paper prepared by another person or agency.
- ii. The student has brought and consulted notes during a test or an examination without authority.
- iii. The student has a record of previous conviction of academic theft.

Penalty

The penalties for academic fraud will range from deducting marks to permanent dismissal from the University. Each case will be considered on its merit, **but in the case of cheating in the examinations, expulsion from the University will be mandatory.** In this context “examinations” will be taken to include all final examinations, sessional and any other examinations taken during the year.