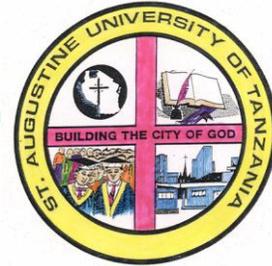
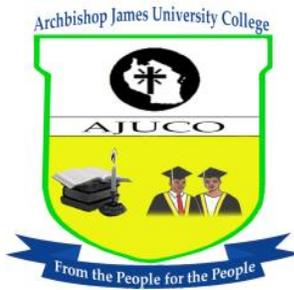


# ARCHBISHOP JAMES UNIVERSITY COLLEGE



P.O BOX 466, SONGEA  
EXAMINATION MANUAL

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## 1. Preamble

These guidelines regulate Conduct of the Examination at AJUCO. The Examination Regulations have been extracted from the SAUT prospectus, 2013/2014 and from AJUCO Students' By-Laws 2001. Other provisions have been added after the approval of the 15<sup>th</sup> Senate meeting in August 2010.

### PART A: GENERAL REGULATIONS

#### 1.1 FORM OF EXAMINATIONS

The form of examinations shall include written, practical and oral examinations. The weighting of each shall be as determined under Faculty/ Departmental specific examination regulations approved by the senate/academic committee upon recommendation of the Faculty Board.

#### 1.2 TIME OF EXAMINATIONS

University examinations shall be conducted at the end of every semester in accordance with the university regulations. Examinations shall take place any day of the week (Monday to Saturday) as scheduled in the time table.

#### 1.3. REGISTRATIONS FOR EXAMINATIONS

*Bona fide* students shall be entitled to sit for the university examinations for the courses in which they are registered unless advised otherwise in writing by competent university authority. If a candidate sits for examinations for courses for which he/she is not registered, his /her results in that examination shall be nullified.

## **1.4 ELIGIBILITY FOR EXAMINATIONS**

- 1.4.1 A candidate whose coursework is incomplete will not be given examination card and hence not sit for the University examinations until he/she complete the coursework
- 1.4.2 No candidate shall be allowed to sit for an examination in any subject if he/she has not completed the requirements of the course by attendance or otherwise as stipulated by the specific Faculty or Departmental regulations governing a course of study. If such students enters the examination room and sits for the paper, his/her results in that paper shall be nullified. A student must have been present for at least 75% of the class to be allowed to sit for final examination in a given subject.

## **1.5 ABSENCE FROM EXAMINATIONS**

A candidate who deliberately fails to appear for a scheduled examination without a valid reason shall be deregistered from studies. When a valid reason is admitted, a written permission will be issued to the affected student allow him/her to sit at the next supplementary examinations. When examination is missed without a valid reason, the affected student will submit a application for re-registration to the university. The student will pay registration fees and the admission committee will consider the case. The applicant may register after one semester.

## **1.6 FALLING SICK IMMEDIATELY BEFORE OR DURING EXAMINATION**

If a candidate falls sick immediately before or during the time of the scheduled examination and is medically unable to proceed [i.e. as certified by the university medical officer], he/she will be advised by the faculty dean to postpone the examination until an appropriate time to be arranged by the respective department through the faculty or institute. Any student who is sick and nevertheless decides to take an examination takes it at his/her own risk and must abide by the result of the examination.

## **1.7 REPORTING LATE FOR EXAMINATION**

A candidate who without a valid reason reports late for an examination [more than 30 minutes] shall be regarded as having failed in that examination but will be allowed to do a special examination .

A candidate who, for a valid reason , reports late for an examination and pleads in writing to take the examination may, subject to the discretion of the invigilator, be allowed to do the examination at his/her own risk. If such fails in that examination he/she may be allowed to do a supplementary examination if permission is not granted by the invigilator to do the examination such candidate will be allowed to do a special examination at an appropriate time to be arranged by the respective department through the faculty or institute and a late examination fee shall be duly charged against him or her.

All cases of late arrivals for examination shall be reported in writing by the invigilator to the head of department

## **1.8 DATES OF EXAMINATION**

Examination in all faculties shall be held at a time to be determined by the senate, which shall normally be during the late week (s) of a semester, and /or late month of the academic ye are

## **1.9 “BAD FAIL” IN AN EXAMINATION**

A bad fail (a mark below 35) in an examination stands in its own right as the student’s grade. The accumulation of course work done during the semester shall not be counted in this case.

## **1.10 SUPPLEMENTARY EXAMINATION**

Candidates who are permitted take a supplementary examination will be re-examined in the designated subjects at a time to be determined by the faculty board. A pass in a supplementary shall be recorded as a minimum passing grade of ‘c’. The coursework shall not be computed in the final marks after the supplementary examination. A candidate who fails supplementary examination shall be allowed to carry over that subject once, provided the subject is not the requirement for subsequent specific course. Specific regulations for specific programmes shall also apply. For further information on carry over courses (see section d common academic regulations).

## **1.11 PROCEEDING TO THE FOLLOWING YEAR OF STUDY**

Candidate is required to pass all the course of the year of study at the end of the academic year before proceeding to the following year without prejudice to regulation3.1.11 above.

## **1.12 REPEATING THE YEAR**

No candidate will be allowed to repeat any one-year of study more than once.

## **1.13 DELAYS IN COMPLETING RESEARCH THESIS**

A student who fails to complete the research thesis by the specified date shall not be given more than one additional year to complete it.

## **1.14 Conduct of Examinations**

1.14.1 University examinations shall be conducted under the office of the Deputy Principal for Academic Affairs (DPAA), or such other officer of the University as may be appointed.

1.14.2 The Deputy Principal for Academic Affairs shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of University examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.

1.14.3 The instruction notes or guidelines issued by the Deputy Principal for Academic Affairs, under regulation 2.1 shall form part of and be as binding as these Regulations.

## **1.15 Appointment of examiners**

The examiners for university examinations shall be appointed by the senate upon recommendation of faculty board.

## **1.16 BOARD OF EXAMINERS**

Every university examination shall be conducted by a board of examiners consisting of:

- One or more external examiners from appointed from outside the university by the senate together with teachers who participated in teaching the candidates in the subjects under examination.
- For this purpose, where the practice requires that graded papers should be sent to external moderators for moderation and returned the department meeting thereafter for evaluation the grades constitutes an examiners board even without the presence of external moderators
- Examiners may be appointed from within the university/college for the supplementary/special examinations under the supervision of a moderator who took no part in teaching the candidates the subject{(s) under examination

## **1.17 EXTERNAL EXAMINERS 'HONORARIUM**

External examiners shall receive such honoraria as the council shall prescribe

## **1.18 EXAMINATION IRREGULARITIES OR ACADEMIC DISHONESTY**

- All cases of examination irregularities on the part of students or invigilators or any member of staff shall be referred to the examination committee. The committee shall have power to summon students and members of staff as it deems necessary the chairman shall submit a report of its findings and recommendations to the senate which shall decide what further action to take
- For avoidance of doubt examination irregularities shall include but are not limited to the following:
  - A candidate found with another unauthorized material/information in any part of the examination process:
  - A candidate copying from candidates work
  - A candidates cheating by using or copying from unauthorized material
  - A candidates communicating with another candidate by giving or obtaining unauthorized assistance or attempting to do so
  - A candidate refusing to obey a lawful order by an invigilator
  - A candidate behaving in such manner as would disrupt the examination process
  - An invigilator violating examination regularities.

## **Part B: Specific Examination Regulations for Candidates**

These instructions should be read together with University General Examination Regulations.

3.1 Candidates should make sure that they have been issued Examination Numbers before examinations begin.

3.2 Candidates shall be responsible for consulting the Examination Timetables for any changes in the examination timetable.

3.3 Candidates shall be seated 15 minutes before starting time, and no student shall be allowed into the examination room after the starting time, except for a compelling reason.

3.4 Candidates must not begin writing before they are told to do so by the Invigilator.

3.5 Candidates are allowed to carry only pens, pencils or other materials explicitly prescribed by the Department or in the particular examination instructions.

3.6 Candidates are not allowed to enter the examination room with unauthorized material such as books, mobile phones, handbags, clipboards, purses, papers, magazines and any other such items. They may use their own calculators, or use the department's logarithmic tables as instructed.

3.7 In case candidates are allowed to come with specified items into the examination room, no borrowing from one another shall be allowed during the examinations. Items allowed into the examination room shall be liable to inspection by the invigilator.

3.8 No food or drink shall be allowed into the examination room.

3.9 All candidates shall observe silence at all time in the examination room.

3.10 Candidates are not allowed to write anything in their question papers.

3.11 Invigilators shall have power to specify or change the sitting arrangement in the examination room; or to require inspection of a candidate; or to confiscate any unauthorized material brought into the examination room; and shall have power to expel and report from the examination room any candidate who creates a disturbance and record the incident to the Head of Department.

3.12 Each answer in an examination shall begin on a fresh page of the examination booklet. All rough work must be done in the booklet and crossed out. Candidates are not allowed to sign their names anywhere in the examination booklet.

3.13 In case of alleged cheating or any other examination irregularity, the candidate and one or more Invigilators shall be required to sign an Examination Incident Form which, together with

other signed exhibits, as the case may be, and the candidate's examination booklet, shall be submitted to the Head of Department.

3.14 A candidate caught contravening the Examination Regulations shall not be allowed to continue with the examination for which he/she is sitting, but will not be barred from other examinations for which he/she is scheduled.

3.15 Candidates are strongly warned that cheating or being caught with unauthorized material contravenes the University General Examination Regulations and leads to discontinuation from studies.

3.16 All candidates shall sign the Attendance Form at the beginning and end of every examination.

3.17 No candidate shall be permitted to enter the examination room thirty minutes after the commencement of the examination and no candidate will be allowed to leave his/her place during the examination except as indicated below.

3.18 No candidate shall be allowed to leave the examination room until one hour after commencement and no candidate will be allowed to leave the examination room during the last one-half hour before the end of the examination.

3.19 A candidate wishing to answer a call of nature may by permission of the invigilator and under escort, leave the examination room for a reasonable period.

3.20 A candidate who walks out of an examination in protest shall be disqualified from that particular examination.

3.21 At the end of the examination period, and on instruction from the invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator. They shall remain seated until all are allowed by the invigilator to leave.

3.22 Candidates are not allowed to take any examination material out of the examination room, unless specifically permitted by the invigilator.

3.23 Students who are required to do supplementary examinations or special examinations will be officially notified using their respective Examination Number on the University's notice board and website at [www.ajuco.ac.tz](http://www.ajuco.ac.tz) or through any public means of communication. Students should also leave their latest contacts such as telephone numbers or emails to facilitate communication.

3.24 Students must understand that the ultimate responsibility for taking the supplementary examinations precisely at the time when they are given rests with the student.

## **4. Guidance for Invigilators**

Heads of Departments shall be responsible for ensuring that examinations are prepared and conducted in a strictly confidential manner.

### **4.1 Before the Examination**

(i) Invigilators should personally collect from the Examination Office sealed envelopes containing question papers and any other material prescribed in the rubrics at least thirty minutes before the examination.

(ii) Invigilators shall be present in the examination room at least twenty minutes before the commencement of the examination.

(iii) Invigilators should admit candidates to the examination room at least fifteen minutes before the commencement of the examination and ensure that students take the right places.

(iv) During these fifteen minutes the invigilator should;

4 (a) Make an announcement to the effect that unauthorized materials are not allowed in the examination room.

(b) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.

(c) Tell the students to note any special rubric at the head of the paper.

(d) Tell students when they may begin writing.

### **4.2 During the Examination**

(I) Invigilators should not admit candidates to the examination room after thirty minutes have elapsed from the commencement of the examination and should not permit candidates to leave the examination room until one-hour has expired.

(ii) By the end of thirty minutes from the commencement of the examination, the Invigilators should have a written list on the Examination Attendance Sheet of the names of all the candidates present.

(iii) Invigilators should ensure that only one answer-book is provided for each candidate.

(iv) Candidates may be permitted to do rough work in the examination booklet on the understanding that rough work is crossed out.

(v) Invigilators shall report immediately after the examination to the Head of Department any candidate who contravenes the Examination Regulations and Instructions, especially by unfair practices.

(vi) In case of alleged examination irregularity, the Invigilator shall require the candidate to sign an Examination Incident Report and any other materials pertinent to the incident to confirm that they are his/hers. The Invigilator also shall sign and submit to the Head of the Department the Examination Incident Report, together with the candidate's examination booklet and all pertinent materials.

(A candidate caught contravening the Examination Regulations shall not be allowed to continue with the examination for which he/she is sitting, but will not be barred from other examinations for which he/she is scheduled)

(vii) The Head of the Department through the Faculty Dean will submit a full written report on the incident to the Corporate Counsel.

(viii) The processing of an alleged case of cheating or other irregularity shall be carried out as expeditiously as possible.

#### **4.3 At the End of Examination**

(i) Invigilators shall tell the candidates to stop writing and assemble their examination scripts.

(ii) Invigilators shall not permit the candidates to leave their places before their scripts have been collected.

(iii) Candidates shall sign the Examination Attendance Sheet when they turn in their scripts.

(iv) Invigilators shall enter the number of candidates' scripts collected and/or received on the Attendance Sheet and sign it.

### **5. Examination Irregularities**

5.1 All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized materials in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported to the DPAA and sent to the Examination Committee which shall have power to summon the student(s) and member(s) of staff of the University, as it deems necessary and make decisions, subject to confirmation by Senate.

5.2 No unauthorized material shall be allowed into the examination room. In this regulation:

a) "Unauthorized material" includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassette or other types of cassette players, computers, soft and alcoholic drinks and

any other material as may be specified from time to time by the Deputy Principal for Academic Affairs;

b) “Unauthorized absence from examination” includes not reporting for a scheduled examination at the time, day and place specified without prior permission, going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period without authorization or permission of the invigilator or one of the invigilators for the examination in question;

c) “Cheating in examination” includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.

5.3 Subject to confirmation by Senate, any candidate found guilty of bringing unauthorized material into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies.

5.4 Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies, subject to confirmation by Senate.

5.5 Any candidate found guilty of causing disturbance in any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies, subject to confirmation by Senate.

5.6 Any candidate found guilty of committing of an examination irregularity and is aggrieved by the decision may appeal to the Senate in accordance with the provisions of Appeal Regulations.

5.7 The Senate may impose such a lesser penalty on a candidate found guilty of commission of an examination irregularity, depending on the gravity of the facts or circumstances constituting the offence, as the Senate may deem appropriate.

## **6. Proceedings of the Examination Irregularities**

6.1 HoD are required to file and present report of any reported examination irregularity to the Dean of the respective faculty who shall handover the report to the DPAA within one week after the end of examinations (last date of the scheduled examination).

6.2 DPAA will then forward the report and evidence if any to the Corporate Counsel with recommendations if any within one week after receiving the report.

6.3 The Corporate Counsel shall prepare a summary of charges against each candidate and summon Examination Committee within ten days after receiving the report from the DPAA.

6.4 The Corporate Counsel shall summon all candidates in writing to appear before Examination Committee in person to present their defense

6.5 The Examination Committee shall forward recommendations and their decisions to the Senate.

6.6 The Senate may empower the chairman to endorse or overrule the decision of the Examination Committee as the case may be and communicate his decision to the members.

6.7 Students shall be informed in writing the decisions of the Senate within two weeks after the recommendation from the examination committee have been forwarded to the chairman of the Senate.

## **Part C: Common Academic Regulations**

### **7. Appeals**

7.1 A student who is dissatisfied with a grade obtained in a particular examination may apply for remarking of the examination paper to the Head of the department in which the course was offered. The application should be made not less than one week after the release of the examination grades by the corporate counsel or the individual instructor, except for the second semester, when the appeal can be made during the first week of the new academic year. A valid justification for the request must be given in writing. The head of the department and member of the faculty will then review the case to see if remarking is warranted. An examiner other than the one who initially marked the script will remark the paper. The grade after remarking of the paper will be final regardless of whether it is lower or the same as the first grade. The student may not request for a second remarking of the same script. The grade will be communicated to the student by the corporate counsel or head of the department.

7.2 No appeal whatsoever pertaining to the conduct of any university examinations and the marking of the scripts thereof shall be entertained unless such an appeal is lodged with the appropriate university authorities within seven days of the date of publication of the results by or under the authority of the senate.

7.3 All appeals regarding semester examinations should be accompanied by a fee of five thousand shillings (Tshs 5,000) for certificate for each course and diploma for each course and ten thousand shillings (Tshs 10,000) for undergraduate and postgraduate students. The fee is non-refundable

## 8. Grading system

The following grading system shall be followed

Percentage	Letter Grade	Points	Designation
100-80	A	5	Distinction
79-70	B+	4	High credit
69-60	B	3	Credit
59-50	C	2	Pass
49-35	D	1	Fail
34-0	E	0	Bad fail



## Classification in Honours

Advanced diploma and Bachelor's degrees shall be classified as first class honours, upper second class honours, lower second honours, or pass (third class) Degree. The following scale shall be followed for classification:

points	Classification	Grade
5.0-4.5	First class	A
4.4-3.5	Upper second class	B+
3.4-2.6	Lower second class	B
2.5-2.0	Pass ( third class)	C

Courses taken as ‘‘ Extra’’ shall not be taken into account when computing the classification but shall be recorded on the academic transcript.

## Award of Aegrotat degree

Candidate who have completed their course of study but who have been absent, through illness, from part of the final examination for the first degree may apply to the university for the award of an ‘‘Aegrotat degree’’ in accordance with the following conditions:

- Candidate who have completed successfully the whole of the coursework and at least 60% of the final written examinations may apply or an *aegrotat* degree
- Application from , or on behalf of, candidate must reach the deputy vice chancellor for academic affairs on recommendation of the faculty board at least two weeks before the date of the congregation for conferment of degrees
- The application should be accompanied by a report from the university medical officer.

Provided that an *aegrotat* degree will not be awarded unless the examiners consider that, in the work a candidate submitted in such part of the examination as he/she attended the candidate reached standards, which, if also reached in the remainder of the examination, should have qualified him/her for the award of a degree

## Publication of Examination Results

The deputy vice chancellor for academic affairs/deputy principal for academic affairs may, after the faculty board meeting, publish the examination results provisionally subject to confirmation

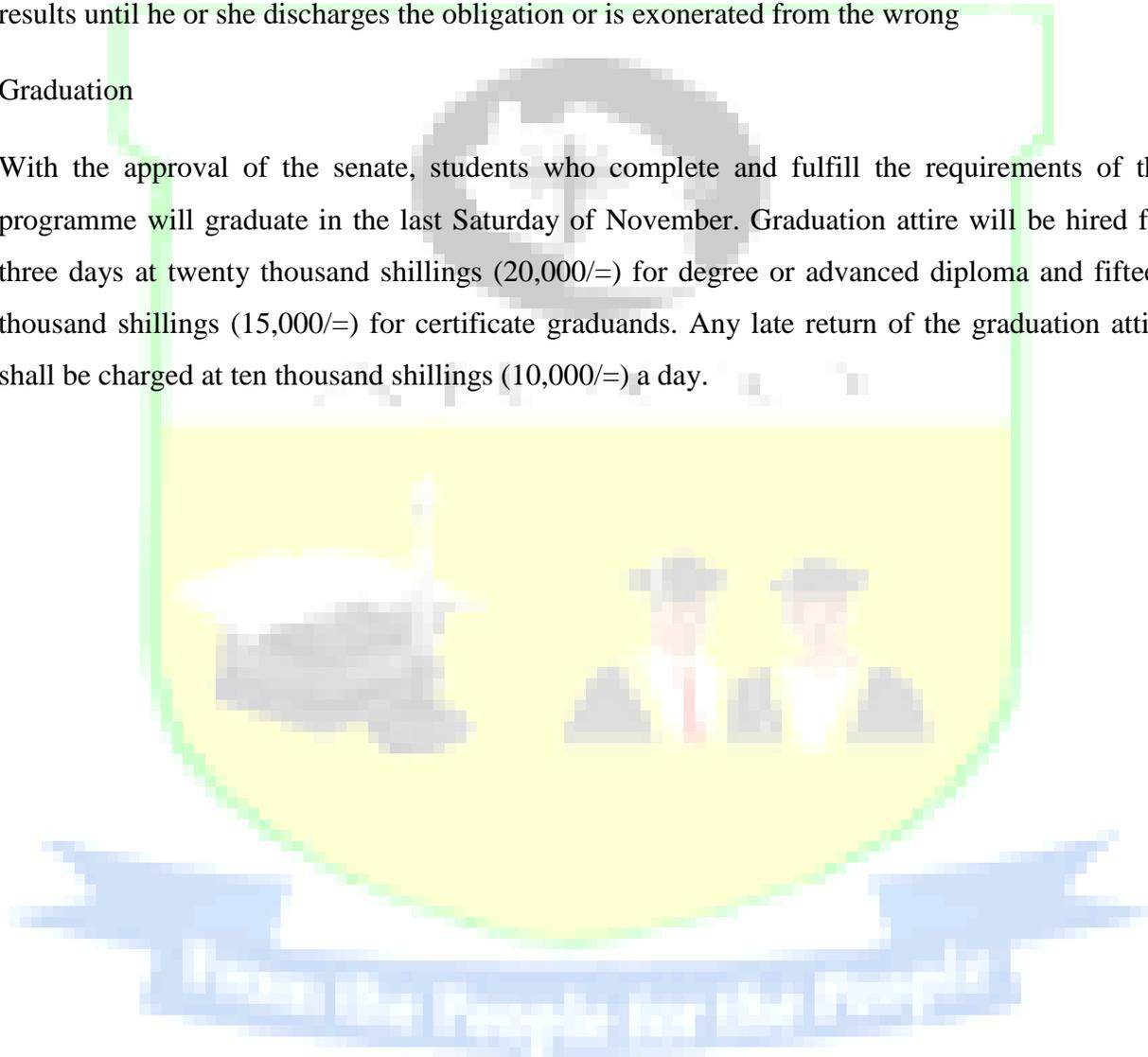
of the results by the senate upon the recommendation of the college academic committee/Faculty Board

### Withholding Results

The senate may, where a candidate has failed to fulfill a fundamental contractual or legal obligation with SAUT or a breach of the same e.g. not paying fees or outstanding dues or where there is dishonesty or fraud, bar him or her from doing examination or withholding examination results until he or she discharges the obligation or is exonerated from the wrong

### Graduation

With the approval of the senate, students who complete and fulfill the requirements of the programme will graduate in the last Saturday of November. Graduation attire will be hired for three days at twenty thousand shillings (20,000/=) for degree or advanced diploma and fifteen thousand shillings (15,000/=) for certificate graduands. Any late return of the graduation attire shall be charged at ten thousand shillings (10,000/=) a day.



## APPENDIX 1

*(To be read at the beginning of each examination)*

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1. **Only** candidates with valid identity and examination cards shall enter the examination rooms.
2. **Cell-phones** are not allowed into the examination rooms.
3. **Candidates** must write correct examination numbers on the scripts, failure to do so shall attract appropriate sanctions.
4. **Candidates** are not allowed to borrow rulers, pens, or calculators etc from their neighbours during the course of any examination.
5. **Books**, handbags, clipboards, purses, papers, magazines etc are not allowed into the examination rooms.
6. **Thirty minutes** (30) after the commencement of any examination, no candidate shall be allowed into the examination room.
7. **Candidates** **MUST** not leave the examination room before the lapse of at least one hour.
8. **Candidates** must have a written permission from relevant authorities **IF** they wish to postpone or skip any examination.
9. **In case** of alleged examination irregularity, the Chief Invigilator shall require the candidate to sign an Examination Incident Form
10. **Students** leaving the examination room for short calls must sign an exit form before and after the act.

**APPENDIX 2**

**EXAMINATION COMPLAINTS FORM**

NAME:

REG NO.

PROGRAMME:.....

CURRENT YEAR OF STUDY.....

Examination number used in doing that specific subject.....

Course..... ( e.g semantics, remote sensing)

Subject code.....(eg LL201,GE244.....etc)

Done in the academic year.....(eg 2010/2011)

Tick where appropriate

Semester First [ ] second [ ]

Type of examination i Final [ ] repeat [ ]

ii supplementary [ ] special [ ]

Specific complaints.

.....  
.....  
.....

Student's signature.....

Date.....

**APPENDIX 3**

**APPEAL FORM**

Surname:.....

Other names:.....

REGISTRATION NUMBER:.....

PROGRAMME:.....

CURRENT YEAR OF STUDY.....

Examination number used in doing that specific subject.....

Course..... ( e.g semantics, remote sensing)

Subject code.....(eg LL201,GE244.....etc)

Done in the academic year.....(eg 2010/2011)

Tick where appropriate

Semester First [ ] second [ ]

Type of examination i Final [ ] repeat [ ]  
ii supplementary [ ] special [ ]

Specific complaints.

.....  
.....  
.....

(Use the other page if this space is not enough)

Student's signature..... Date.....

**APPENDIX 4**

**EXAMINATION INCIDENT FORM**

This is to notify that candidate No. ....has been found with the notes attached herewith

Signature/Invigilator

Signature/Candidate

The Candidate signs the note on top.

Date .....

Time .....

