

## **CHAPTER 5**

### **REGULATIONS FOR THE CONDUCT OF UNIVERSITY EXAMINATIONS**

#### **5.1 The Examining Body**

- (i) University examinations shall be conducted under the control of Senate.
- (ii) Examiners and assessors shall be appointed by Senate in the manner it shall prescribe.
- (iii) Dates, places and times for examinations as specified in the examination time-tables shall be published under the authority of Senate.

#### **5.2 The Chief Examination Officer**

- (i) The Registrar shall be the Chief Examination Officer for all entrance scholarship, semester, yearly and final examinations of the University and shall be responsible for the organisation of the examinations and the release of results once they have been approved by Senate.
- (ii) The Registrar shall ensure that provisional and final examination time-tables are posted on the Notice Boards of the Faculties/Centres.
- (iii) Representations from students regarding matters connected with examinations should be made to the Registrar.

#### **5.3 Admission to Examinations**

- (i) Subject to any exceptions approved by Senate, no student shall be admitted to an examination unless s/he is a registered student of the University and has submitted the module registration form. The module registration form will be certified by the Programme Co-ordinator.
- (ii) A student who does not register for his/her modules on the Online Module Registration System and does not submit his/her Module Enrollment and Examination Entry Form (MEEEF) shall not be admitted to the examinations.
- (iii) A student who is in debt to the University shall not be accepted as a candidate for an examination for a University of Mauritius Award.
- (iv) Senate shall have power to recognise attendance and examinations passed at other universities or institutions recognised for this purpose by Senate. Such recognition shall be given at the beginning of the academic year in which admission is secured provided Senate is satisfied that the programme of examinations passed is of sufficiently high standard and that content of the programme and the examinations passed are equivalent to those of a corresponding university programme or examination.
- (v) On the recommendation of the Faculty/ Centre/ Cluster Board, Senate may ask a student who fails to make satisfactory progress in any academic year to withdraw or repeat any part of the programme before the examinations. Illness or other extenuating circumstances shall receive special consideration.

#### 5.4 Form of Examinations

- (i) The Examiners may require a student to present herself/himself for “viva voce” questioning, in addition to the written, practical examinations or other forms of assessment as prescribed by the Scheme of Study and approved by Senate.
- (ii) Percentages of marks for the written, practical, oral or other examinations shall be determined by Senate on the recommendation of the Faculty/ Centre/ Cluster Board concerned.
- (ii) In considering whether a student has passed an examination, the examiners may also have regard to the report of the lecturers concerned on the classwork of the student.
- (iv) **Open Book Examination** may be held subject to the following conditions:
  - (a) Students should have been informed by the examiner(s) via, for example, the module specification sheet;
  - (b) Formal guidelines be given by the examiner(s) to the invigilators and staff of the examination section;
  - (c) The examiner(s) or appointed representatives should be present in the examination room at least during the first thirty minutes of the examination.
  - (d) Provision for “Open Book Examination” should *a priori* appear in the programme structures when approved by Senate.

#### 5.5 The Conduct of Examination

- (i) **Before Examination**
  - (a) Requests from students, suffering from physical disability or otherwise, for additional time during examination, should be lodged in writing to the Dean of Faculty/Director of Centre, who will submit same for consideration and approval to the relevant Faculty/Centre/Cluster Board and Senate provided such requests are supported by valid medical certificates. Such requests should be submitted at latest two(2) weeks prior to the start of examinations.
  - (b) Examination timetables will be placed on the Faculty/ Centre Notice Boards, e-mailed to the students and posted on the University Website two (2) weeks before the start of the examination.
  - (c) Students shall be responsible for noting correctly the times and places of their examinations. No special arrangements shall be made for students who fail to attend examination at the proper time, if such failure is due to their mistake or inadvertance and not to illness or other serious and unavoidable cause.
- (ii) **During Examinations**
  - (a) Students shall produce their Student Identity card at any time if required to do so by an Invigilator in the examinations. Failure to comply shall be an offence liable to disciplinary action. In case a student has forgotten his/her ID card he/she will be requested to fill a form and the invigilators will record same in the *Examination Conduct Report*.
  - (b) Personal effects such as handbags or briefcases should be deposited, entirely at student’s own risk, in the area(s) designated by the invigilator(s). Students are

strongly advised not to bring unnecessary personal effects or other sundry items to the examination room.

- (c) Students shall be admitted to the examination room in sufficient time to enable them to take their seats and secure the examination papers before the beginning of the examination.
- (d) Except in an emergency, a student may not leave the examination room within the first half hour of the examination.
- (e) Students should not leave the examination room during the examination in any case without informing the invigilators.
- (f) A student who arrives at an examination room half an hour after the examination has begun shall be admitted provided no other candidate for the same examination has left the room. If another student for the same examination has already left the room the late-comer shall not be admitted.
- (g) A student who is admitted to an examination after the official starting time thereof shall not be granted any additional time in which to complete the examination.
- (h) No book or paper of any kind may be taken into the examination room unless it has been duly authorised by the Examiners for use in the examination room. Unauthorised materials or information must not be introduced into the examination room by any means whatsoever.
- (i) No mobile phones or any other communication device should be in the possession of the students during examinations; these should be switched off prior to storage.
- (j) Smoking is prohibited in examination rooms. No food should be brought into the examination rooms.
- (k) Students are forbidden to communicate with anyone except an invigilator during the examinations.
- (l) Answers to questions must be written legibly in **blue** or **black** ink.
- (m) If the use of calculators in an examination is authorised, such calculators shall be silent:
  - Calculators with facilities for storing and retrieving text, graphical calculators, personal organisers, dictionaries, thesauruses, language translators and computes, and other devices capable of communicating directly with other similar devices are **not permitted** in examinations.
  - Any Student found using an unauthorised calculator in an examination will be reported for breach of Examination Regulations. The device will be immediately confiscated and the University will be under no obligation to issue the student with a replacement device for the remainder of the examination.
- (iii) **After Examinations**

No answer book or supplementary sheet shall be taken out of the examination room. A student in possession of any answer book or part of it, or a supplementary sheet (used or unused), shall be liable to disciplinary action.

## 5.6 Absence From Examinations/Class Tests

- (i) If a student is absent from examinations/class tests without compelling reasons, s/he shall be deemed to have failed her/his examinations.
- (ii) Absence due to ill health should be immediately notified, in writing, to the Dean of Faculty/ Centre Director by the student concerned and supported by a medical certificate emanating from the Ministry of Health or Community Health Centres, Dispensaries or other Government-run Health Organisations as convenient to the student. The medical certificate should reach the Dean's/ Director's Office **within 2 working days** from the date of the examination.

Medical Certificates from Medical Doctors of the University will also be accepted.

- (iii) Absences on grounds of ill-health from the **class test(s)** should be supported by a valid medical certificate.

**Note:** *“Attendance Certificates” from Hospitals and/or Health Centres of the Ministry of Health and Medical Certificates from Private Practitioners will **NOT** be accepted as evidence of absence from examinations/class tests on grounds of ill-health.”*

- (iv) A student who falls ill during an examination and does not submit her/his script is deemed to have failed the examination unless decided otherwise by the Board of Examiners and approved by the Chairperson of Faculty/Centre/Cluster Board.
- (v) If a student who has completed the scheme of study has been prevented from taking the whole or some part of an examination and has presented evidence of ill health or other cause which has been approved by the Dean of Faculty/ Director of Centre as constituting sufficient reason for being absent from the examination, Chairman of Senate/VC as applicable may, on the recommendation of Chairperson of the Faculty/ Centre/ Cluster Board, permit the student to retake whole or part of examination with the next cohort of students. Modules not examined in the meantime would be awarded the appropriate grade as per UoM Regulations.
- (vi) Students who request absence from classes, tests and examinations for reasons of childbirth, must apply beforehand, providing a medical certificate indicating the expected date of delivery. A medical certificate stating the actual date of delivery should be eventually submitted to the Dean's/Director's Office **within two weeks** of the delivery.

## 5.7 Examiners

- (i) The examiners in any module shall be the Head of Department/Division/Section/Centre in which the module is taught and the persons (part-time and full-time) who taught the module.
- (ii) External examiners shall be appointed by Senate in the manner it shall prescribe.
- (iii) Examination papers shall be agreed upon with the external examiner(s) where appropriate.
- (iv) In the event of serious divergence of opinion between the external examiner(s) and internal examiner(s), the recommendation of the external examiner(s) shall be final subject to approval by Senate.

- (v) Every external examiner shall report to the Vice-Chancellor on the standard of the examinations and on any other matter which s/he considers relevant.

## 5.8 Board of Examiners

There shall be a Board of Examiners for each semester/ year of a Programme, as appropriate.

The Board of Examiners shall comprise:

For Normal Cohorts	For Outside Normal Cohorts <sup>1</sup>
<p>(a) The Head(s) of Department/Centre(s)/Unit(s) concerned as Chairperson.</p> <p>(b) The Programme Co-ordinator for the year concerned.</p> <p>(c) All Examiners for the semester/year and External Examiner(s) where appropriate.</p> <p>(d) All Project supervisors &amp; Assessors</p> <p>The quorum set shall not be less than 50% of the internal examiners.*</p>	<p>(a) The Head (s) of Department /Centre(s)/ Unit(s) concerned as Chairperson.</p> <p>(b) The Programme Co-ordinator for the year concerned.</p> <p>(c) All Examiners concerned for the semester/year</p> <p>(d) The Project supervisor and Assessor concerned.</p> <p>For graduating students outside normal cohort, Board of Examiners should include normally all staff concerned who have taught in the last two semesters.</p> <p>The quorum set shall not be less than 50% of the internal examiners.*</p>
<p><b>Note:</b></p> <p>*“internal examiner” means “full-time academic staff of the University of Mauritius”.</p> <p>“All Examiners” means “full-time academic staff of UoM and part-time Lecturers”</p> <p>“External Examiners” means “Officers appointed by the UoM Senate from internationally reputed Universities/Research Institutions, normally for final year programmes”</p>	

## 5.9 Examinations

- (i) In any academic year, there are **only** 2 examination periods namely:
- (a) End of Semester 1 and
  - (b) End of Semester 2.

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<sup>1</sup> Outside Normal Cohort: review/amendments/exit/breach/resit

No examinations will normally be held apart from these specific periods. Modules may be examined at the end of the year or end of semester 2 even if they were delivered in semester 1.

- (ii) (a) A student who fails to satisfy the examiners in a core module will have to retake the module; in case of failure in electives, student may take the electives afresh, or take other electives.
- (b) Information on factors that could adversely affect the performance of a student in the Semester, Yearly or Final Examination should be brought to the attention of the Dean of Faculty/ Centre Director in writing well before the results of the student are referred to the Board of Examiners.
- (iii) The award of honours, distinction and merit shall be based on the candidate's performance throughout her/his studies, and in such other test of assessment as the Senate may from time to time require.

#### **5.10 Publication of Results**

- (i) Official non-final year examination results as ratified by the Vice-Chancellor shall be posted on-line for students to access their transcripts directly
- (ii) Official final year examination results as approved by Chairman of Senate shall be posted on-line for students to access their transcripts directly.
- (iii) Official notification of the University Final examination results as confirmed by Senate shall be sent to each student by the Registrar.
- (iv) Appeals made by students who are not satisfied with their examination results shall be submitted to the Examinations Office, which will investigate with the relevant Examination section to ensure that procedural irregularity has not occurred; any anomalies detected by the Examinations Office/Director QA will be referred to the Chairman of Senate for final decision.

#### **5.11 Examination Irregularities**

- (i) Where the Chief Invigilator notices or is made to notice any case of examination irregularity, s/he shall immediately report the facts, in writing, through the Dean of Faculty/ Centre Director to the Registrar who shall refer the matter to the Chairperson of the Discipline Committee through the Secretary.
- (ii) The student in question shall be notified by the Registrar, in writing, of the charges against him/her.
- (iii) Pending the decision of the Discipline Committee process, the student will be allowed to write any remaining University examinations. The decision to assess or not to assess the student's scripts shall be taken in the light of the findings of the Discipline Committee.
- (iv) Cases of examination irregularity being probed by the Discipline Committee shall be notified by the Registrar to the Chairperson of the Board of Examiners concerned so that examiners shall not mark any answer scripts of the candidate(s) involved until notified by Senate. The Examiner shall however obtain access to the answer script for the purpose of filling in the Examiners' Report to be submitted to the Discipline Committee.

- (v) A student may plead guilty if s/he has been alleged to have breached examination regulations. S/he need not attend the Discipline Committee on the date mentioned if s/he pleads guilty through the '**Student's Report**'. The **Student's Report Form** (available at the Faculty/Centre Registry) should reach the **Secretary of the Discipline Committee** not less than three days before the date the hearing of the Discipline Committee is scheduled.
- (vi) A student can appeal to Senate through the Secretary (i.e., the Registrar) against any decision of Senate, following the recommendation of the Discipline Committee provided that the notice of appeal is lodged within fourteen calendar days of the Registrar's serving notice of the decision against which the student is appealing. The decision of Senate shall be final. Please refer to Section 4.2.3.3 of Chapter 4 of this handbook for procedures to lodge an appeal with the Senate.

## 5.12 Penalties Imposed in case of Breach of Examination Regulations

1. In case of a breach of examination regulations, the penalties imposed may be **one penalty or more** as from the list (a) to (h) below. When determining the penalty to be imposed, account shall be taken of the consequences which the penalty will have for the academic progress of the student concerned:
  - a) a reprimand and warning about future behaviour;
  - b) the Board of Examiners to be informed that the piece of work marked, if not already marked, and the mark awarded for the piece of work or for the module be reduced by an amount specified by Board of Examiners;
  - c) the student being not allowed a re-sit, where this is allowed in a Programme, but to take the module again for pass mark only;
  - d) cancellation (i.e. a recorded mark of zero) of the examination paper(s) or assessed work in which unfair practice occurred, or of the module(s) in which the unfair practice occurred, and a retake of the examination(s) or assessed work or module(s) for pass mark only;
  - e) cancellation (i.e. recorded marks of zero) as at (d) above with pass mark awarded for all registered modules in which the student has passed or will pass;
  - f) for final year students, the Board of Examiners be required to reduce the class of degree by one class from that which would have been awarded on the basis of the student's academic progress, or to an award of a lower qualification;
  - g) suspension from the University for a fixed period, up to a maximum of twelve months. A student who is so suspended will be prohibited from entering University premises and from participating in any University activities;
  - h) expulsion from the University, which means that the student's registration will be terminated and s/he shall lose all rights and privileges of studentship. The student shall not be admitted on the same programme until after a period of two years upon termination of registration.
2. In addition to the above penalties,

- i) for all in-service or commissioned programmes run by the University or any Partner Institutions, information on any student found guilty of a breach of examination regulations, will be communicated to the relevant sponsoring department/institution/ organisation.
3. Any student found guilty of a breach of examination regulations shall not be eligible for any prize or medal or scholarship.

The Discipline Committee shall make its own assessment of the gravity of the offence and will accordingly recommend one penalty or more from the above list (a) to (i), for Senate's approval.

### **5.13 Cheating in any Form of Continuous Assessment (e.g. Test/Practical/Assignment)**

#### **(i) Cases of alleged plagiarism and fabrication or falsification of result(s)**

Cases of alleged plagiarism and fabrication or falsification of result(s) in assignment/practical will be dealt with as per the regulation on 'Plagiarism and Fabrication or Falsification of result(s)/documents' as detailed in Chapter 8.

#### **(ii) Cheating in a Class/Practical Test**

- (a) A student found cheating in a class/practical test is invited to provide an explanation to the assessor/lecturer.
- (b) If the student admits the offence, a mark of zero for the entire test is awarded to him/her. A note of the offence should be sent to the Examinations Office/ Administrative Assistant through the Dean/ Director, Head of Department and Programme Coordinator, and signed by both the student and assessor/lecturer.
- (c) If the student denies the offence, the matter is referred to the Dean of Faculty/ Director of Centre.
- (d) A Committee comprising the Dean of Faculty/ Director of Centre, the assessor/lecturer involved, Programme Coordinator and the Head of Department is set up and the student is called for explanation before the Committee.
- (e) If the student admits the offence, a mark of zero for the entire test is awarded to him/her. A note of the offence should be sent to the Examinations Office/ Administrative Assistant through the Dean/ Director, Head of Department and Programme Coordinator, and signed by both the student and assessor/lecturer.
- (f) If again the student denies the act, the Committee will consider the case and decide whether or not the student is guilty. If the student is found guilty, a mark of zero for the entire test is awarded to him/her.
- (g) The decision of the Committee will be final and the student will have no right to appeal.