

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 exception approved by Senate:
 - (a) No student shall be admitted to an examination unless he/she is a registered student of the University.
 - (b) A student who does not register for his/her modules on the Online Module Registration System (OMRS) shall not be admitted to the examinations.
 - (c) A student who does not mandatorily fill in the Student Feedback Questionnaire (SFQ) in weeks 9-11 of each semester, for all the modules to be examined, once during the same period for the semester module(s) and twice for the yearly module(s), shall have their results withheld until they would fill in same. This decision of Senate will be applicable **only** for the Academic Year 2014/2015.
- (ii) 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.
- (iii) On the recommendation of the Faculty/Centre 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.

Note:

- Students whose names do not appear on the seating list will be admitted to examinations as “*Unexpected Students*”, given that there may be other reasons beyond the students’ control, which have not allowed them to register for modules on-line. In the meantime, Faculty/Centre Exam Sections will investigate the reason(s) for such discrepancies.
- Given the legal implications of admitting a student to an examination, the examination script of an “Unexpected Student” should be marked and the marks submitted to the Board of Examiners for recommendations, in line with UoM Regulations.

**The official “Unexpected Student who turns up for Examinations” Form mentions that “Unexpected students” who take examinations do so at their own risk and have to abide by the final decision(s) to be taken by the relevant Board(s) concerned.*

5.4 Form of Examinations

- (i) The Examiners may require a student to present herself/himself to the following forms of examinations as prescribed by the Programme of Studies and approved by Senate:
 - Written Examination
 - Continuous Assessment (Refer to Code of Practice)
http://www.uom.ac.mu/ABOUTUS/QA/procedure_continuous_assess/PracticeCode_Nov%2009_.pdf
 - Case Study
 - Oral Examination
 - Dissertations/Projects
 - Poster Presentation
 - Viva Voce
 - Industrial Placement/Practical Training/Practicums/Hospital Placement
 - Work-Based Learning (WBL)
 - Open Book Examination

- (ii) Percentages of marks for the written, practical, oral or other examinations shall be determined by Senate on the recommendation of the Faculty/ CILL Board concerned.

- (iii) In considering whether a student has passed an examination, the Board of Examiners may also have regard to the report of the academic members concerned on the classwork of the student.

Note: Academic member includes both Full-time and Part-time Lecturers.

- (iv) **Open Book Examination** may be held subject to the following conditions:

- Students should have been informed by the examiner(s) via, the **Module Specification Sheet (MSS)**;
- Normal procedures, along the same lines as for conduct of Written Examinations should prevail.

- (v) Case Study may be held subject to the following conditions:
- Students should have been informed by the examiner(s) via, the Module Specification Sheet (MSS).
 - Normal procedures, along the same lines as for conduct of Written Examinations should prevail.

Please refer to “*Guidelines for Processing of Examination Results at UoM*”

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 Board 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 inadvertence and not to illness or other serious and unavoidable cause.
- (d) In case of temporary disability whereby the extra time for examinations, recommended by the Medical Officer/Medical Board, is less than 25%, the approval stops at the level of Faculty/Centre Board.
- (e) If the additional time recommended for temporary disability by a Medical Officer for examinations is greater than 25% then the matter will be referred to the Registrar, who will **give a ruling, after consultation with a Medical Officer and either the relevant Dean of Faculty or Head of Department or Representative.**

(ii) **During Examinations**

		Category of Penalty in Case of Breach
(a)	Students shall produce their Student Identity card at any time if required to do so by an Invigilator in the examinations. In case a student has forgotten his/her ID card he/she will be requested to fill the official form available and the invigilators will record same in the Examination Conduct Report.	NA
(b)	Personal effects such as handbags/briefcases/sundry items should be deposited, entirely at student's own risk, in the area(s) designated by the invigilator(s).	Section 5.12
(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.	NA
(d)	Students must ensure that they write the correct and proper ID number on their 'Examination Answer Book(s)' and verify same prior to submission	Refer to Section 5.11
(e)	Except in an emergency, a student may not leave the examination room within the first half hour of the examination.	NA
(f)	Students should not leave the examination room during the examination in any case without informing the invigilators.	Section 5.12
(g)	A student who arrives at an examination room after the examination has begun shall be admitted provided no other student 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.	NA
(h)	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.	NA
(i)	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.	Section 5.12
(j)	No mobile phones or any other communication/electronic device (excluding authorised devices such as hearing aids for physically disabled students) should be brought inside the examination rooms.	Refer to Section 5.12
(k)	No food should be brought into the examination rooms.	Refer to Section 5.12
(l)	Students are forbidden to communicate with anyone except an Invigilator during the examinations.	Refer to Section 5.12
(m)	Answers to questions must be written legibly in blue or black ink.	NA

(n)	<p>If the use of calculators in an examination is authorised, such calculators shall be silent:</p> <ul style="list-style-type: none"> ▪ Calculators with facilities for storing and retrieving text, graphical calculators, personal organisers, dictionaries, thesauruses, language translators and computers, and other devices capable of communicating directly with other similar devices are not permitted in examinations. ▪ Any student found using an unauthorised device in an examination will be reported for breach of Examination Regulations. The device(s) 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. 	Section 5.12
<u>After Examinations</u>		
No answer book or supplementary sheet (<i>used or unused</i>) shall be taken out of the examination room.		Refer to Section 5.12
Note: Students breaching examination Regulations as above [(b) (d) (f) (i) (j) (k) (l) (n) and "After Examinations"] 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. If a student is absent from examinations and class tests due to ill health, s/he shall **submit a medical certificate** (*from registered Public/Private Medical Practitioner*) to the Dean's/ Director's Office and examiner(s) respectively within 3 working days from the date of the examination and class test.
- iii. If a student is absent from examinations due to ill health and submits a medical certificate (*from registered Public/Private Medical Practitioner*), s/he shall be deemed to have failed her/his examinations, unless decided otherwise by the **Board of Examiners and approved by the Chairperson of Faculty/Centre Board**.
- iv. If a student is absent from examinations/ class tests but provides evidence of extenuating circumstance (other than on grounds of ill health) acceptable to the BoE, s/he may be recommended for award of Grade N (Incomplete) in the module concerned, subject to the approval of **Board of Examiners, Chairperson of Faculty/Centre Board and Senate**, as applicable. It is up to the discretion of the Board of Examiners to determine the validity of extenuating circumstance (other than on grounds of ill health).
- v. If a student 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 the Faculty/Centre Board**.
- vi. If a student 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 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.

- vii. 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

- (i) 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 Cohorts¹
(a) The Dean of Faculty as Chairperson (b) The Head(s) of Department/Centre(s)/Unit(s) concerned. (c) The Programme Co-ordinator for the year concerned. (d) All Examiners for the semester/year and External Examiner(s) where appropriate. (e) All Project supervisors & Assessors (if applicable). The quorum set shall not be less than 50% of the internal examiners.*	(a) The Dean of Faculty as Chairperson (b) The Head(s) of Department/Centre(s)/Unit(s) concerned. (c) The Programme Co-ordinator for the year concerned. (d) All Examiners for the semester/year. (e) All Project supervisors & Assessors (if applicable). The quorum set shall not be less than 50% of the internal examiners.*
Note: *“internal examiner” means “full-time academic staff of the University of Mauritius”. “All Examiners” means “full-time academic staff of UoM and part-time Lecturers” “External Examiners” means “Officers appointed by the UoM Senate from internationally reputed Universities/Research Institutions, normally for final year programmes”	

- (ii) For Work-Based Learning Modules, the Board of Examiners shall comprise of the following:

Chair:	- Chairperson, CILL Board
Members:	- 1 Academic Representative from each Faculty, to be appointed by the Dean - WBL Project Coordinator
In attendance:	- Placement Coordinator - AO, Exam Section, CILL (<i>Secretary</i>)

¹ Outside Normal Cohort: review/amendments/exit/breach/resit

5.9 Examinations

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

No examinations will normally be held apart from these specific periods. Modules may be examined at the end of the academic 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/final examination results as approved by Chairman of Senate shall be posted on-line for students to access their transcripts directly.
- (ii) Official notification of the University Final examination results as confirmed by Senate shall be sent to each student by the Registrar.
- (iii) 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 Secretary of the Discipline Committee (Examination & Plagiarism), 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 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.

(vii) **Missing/Incorrect IDs on Examination Answer Books**

A clear-cut case of missing/incorrect ID on Examination Answer Book by a student who is being reported for the first time will not be considered as a breach of Examination Regulations and will thus not be referred to the Discipline Committee (Examination & Plagiarism). Instead, it will be dealt with internally at the level of Faculty/Centre, as follows:

- (a) When a case of **missing ID** on Examination Answer Book is reported by Examiner(s) for any one (1) student, the Examiner(s) will, before any marking is done, report the matter to the Administrative Officer (Examination Sections) who will call the student and in the presence of the Examiner(s) and Programme Coordinator as witnesses, request the student to identify his Answer Book.
 - (b) **A case of incorrect ID** on Examination Answer Book, will be reported by Examiner(s), as soon as detected, to the Administrative Officer (Examination Sections) who will call the student and in the presence of the Examiner(s) and Programme Coordinator as witnesses, request the student to correctly identify his Answer Book. The student will be issued an official letter of warning by the Dean of Faculty and be requested to pay **a fine of Rs 2500/-**.
- (viii) Cases of missing/incorrect **IDs on Examinations Answer Books by students who are reported for the second time** will be considered as a first offence in respect of the Breach of Examination regulations and will be referred to the Discipline Committee (Examination and Plagiarism) for a hearing and for relevant penalties, as per Section 5.12 of the Regulations.
- (ix) In cases of missing/incorrect IDs on Examination Answer Books where **two (2) or more** students are involved in the **same** examination, the matter will be firstly investigated by a panel consisting of the Head of Department, Programme Coordinator and Examiner(s). The Chief Invigilator/Invigilator may be called as witnesses but will not form part of the panel.

- (a) For clear-cut cases, procedures as at recommendation (i) and (ii) above will apply.
- (b) If the Faculty/Centre suspects an alleged Breach of Regulations with a deliberate intention to ‘cheat’, even at the first occurrence, then the case(s) will be referred to the Discipline Committee (Examination & Plagiarism) for a hearing and for relevant penalties, as per Section 5.12 of the Regulations.
- (x) Section 5.12 (4) of the Regulations, which reads as “Any student found guilty of a breach of examination regulations shall **not** be eligible for any prize or medal or scholarship, **throughout his/her stay** at UoM as a registered student” **may be waived** upon recommendation of the Discipline Committee (Examination & Plagiarism) on the merit of a case of missing/incorrect ID.

Incorrect ID written by students for their Class Tests should be treated along the same lines as for missing/incorrect ID for Examination Answer books.

Note:

Any missing ID should be reported to the Administrative Officer of the said Faculty/Centre/Partner/Affiliated Institutions.

5.12 Penalties Imposed in case of Breach of Examination Regulations

1. The Discipline Committee (Examination & Plagiarism) shall make its own assessment of the gravity of the offence and will accordingly recommend **one penalty or more from the following list of penalties**, for Senate’s approval. 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.
2. Any student found guilty of Breach of Examination Regulations/Plagiarism and Fabrication or Falsification of Result(s)/Document(s) will be given a **formal reprimand and warning about future behaviour**.

List of Penalties

3(A) The following fines will be applicable:

- 1st offence: a fine of Rs5,000/- and/or suspension from the University as provided under paragraph 5.12 [3(B) (v)] of the Regulations;
- 2nd offence: a fine of Rs10,000/- and/or suspension from the University as provided under paragraph 5.12 [3(B) (v)] of the Regulations;
- 3rd offence: either suspension from the University or expulsion from the University as provided under paragraphs 5.12 [3(B) (v)] and 5.12 [3(B) (vi)] of the Regulations.

- 3(B) (i) Board of Examiners be requested to reduce the marks awarded for the module in which breach occurred by an amount to be determined by it.
- (ii) Passmark to be awarded for the module in which breach occurred.

- (iii) Award mark of 'zero' for module in which breach occurred and retake (*or resit, where this is allowed in a Programme*) of module. Pass mark to be awarded if student passes the retake or resit module.
- (iv) Award mark of 'zero' for module in which breach occurred and retake (*or resit, where this is allowed in a Programme*) of module. Pass mark to be awarded if student passes the retake or resit module; and
- Pass mark to be also awarded for all passed modules registered for the examination session where breach occurred;
 - Pass mark to be also awarded for passed retake module(s) (as and when next offered) arising from failed/incomplete module(s) (*for which Grade N has/have been assigned*) which were examinable in the examination session where the breach occurred.

If CPA < 40 by applying above whereby student has to repeat the year, then student will be awarded passmark in module in which breach occurred in the academic year when he/she is repeating the year and take all other modules afresh.

- (v) 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.
- (vi) 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.
4. Any student found guilty of a breach of examination regulations shall **not** be eligible for any prize or medal or scholarship, **throughout his/her stay** at UoM as a registered student.
5. In addition to the above penalties, 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.

Note:

Students will not be re-admitted to the University following a suspension if the fine (if applicable) is not paid.

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 Officer 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 Officer 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.

5.14 Review of Examination Scripts

Requests for review of examination scripts from students should be lodged within one (1) week of receipt of the transcript by filling in the '*Students Review Form*' (SRF), available at the Examinations Office, and submitting same to the said Office. **Students should provide all marked assignments at the time of applying for the Review.**

A fee of Rs 1300 is payable for each module to be reviewed. The whole amount will be refunded to the student if the latter's grade is improved following the review of his/her examination script(s).

The Examinations Office will inform the student of the outcome of his/her request for review within 4 weeks from the receipt of the application for review and take any action, if necessary, with respect to refund of the fee to the student (*See section 7.7 w.r.t review of dissertation*).