



**POLICY AND GUIDELINES ON THE MANAGEMENT OF EXAMINATIONS AND
PROCESSING OF RESULTS**

DECEMBER

2025

COMMENCEMENT

THE REVIEWED KYAMBOGO UNIVERSITY POLICY AND GUIDELINES ON THE
MANAGEMENT OF EXAMINATIONS AND PROCESSING OF RESULTS - 2025

Date of commencement:/...../ 20.....

MESSAGE FROM THE CHAIRPERSON OF THE UNIVERSITY COUNCIL

As the supreme governing organ of Kyambogo University, the University Council is by law mandated under Section 40(1) of the Universities and Other Tertiary Institutions Act, Cap 262 to oversee the administration and governance of the University, and to ensure the effective implementation of its functions and objectives. This mandate includes the formulation and approval of policies that strengthen academic quality, integrity, and institutional excellence.

The *Kyambogo University Policy and Guidelines on the Management of Examinations and Processing of Results – 2025* is a critical instrument in the governance of our academic processes. It affirms the Council's commitment to ensuring that the administration of examinations, as well as the processing, verification, and release of academic results, is conducted in a manner that is fair, efficient, and transparent, in accordance with national higher education standards, institutional regulations, and global best practices.

This Policy reflects the strategic priorities of the University Council in:

- (a) Safeguarding the integrity of examinations and academic records.
- (b) Ensuring accountability and professionalism among all staff involved in examinations.
- (c) Providing clear procedural guidance to both undergraduate and postgraduate stakeholders.
- (d) Promoting the rights and inclusion of persons with disabilities, in line with the University Disability Policy.

The Council is particularly proud that this Policy has been refined to align with the National Council for High Education Quality Assurance Framework and other Kyambogo University Policies and Guideline. These Instruments collectively advance Kyambogo University's vision as a centre of academic excellence and integrity. On behalf of the University Council, I call upon all staff, students, external examiners, and technical personnel to uphold the provisions of this Policy. Together, we can foster a culture of credibility, fairness, and continuous improvement in our academic processes.

Assoc. Prof. Fed Wabwire Mangen

CHAIRPERSON, KYAMBOGO UNIVERSITY COUNCIL

FOREWORD BY THE VICE CHANCELLOR

As Chairperson of the University Senate, and in accordance with Section 45 of the Universities and Other Tertiary Institutions Act, Cap 262, I am pleased to introduce the Kyambogo University Policy and Guidelines on the Management of Examinations and Processing of Results – 2025.

The University Senate is vested with the statutory responsibility to organise, direct, and control all academic matters of the University, including teaching, research, and the maintenance of academic standards. Senate is also responsible for making regulations governing the content and academic standards of all programmes leading to the award of degrees, diplomas, certificates, and other academic recognitions. Furthermore, Senate determines which candidates have satisfied the prescribed academic requirements and are therefore eligible for graduation.

This Policy and its associated Guidelines represent an authoritative framework for ensuring that examinations and the processing of results across the University are conducted with utmost integrity, efficiency, and fairness. It provides operational clarity to academic staff, students, and technical personnel who play a role in the design, administration, moderation, assessment, and verification of examinations and academic results. The Policy draws its legitimacy from the Senate's regulatory function and has been developed in close alignment with the National Council for Higher Education's Quality Assurance Framework, the National Council for Higher Education Benchmarks for Postgraduate Studies and other Kyambogo Policies Guidelines. The Policy underscores the importance of inclusion, quality, and institutional accountability at every stage of the examination process.

I call upon all stakeholders', academic staff, administrative officers, students, external examiners, and support personnel to read and rigorously apply the provisions of this Policy. In doing so, we shall affirm our collective commitment to sustaining the credibility of our academic awards and the reputation of Kyambogo University as a centre of excellence in higher education.

Prof. Eli Katunguka-Rwakishaya
VICE CHANCELLOR, KYAMBOGO UNIVERSITY.

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LIST OF ACRONYMS

DEPE	Diploma Education Primary External
DICTS	Directorate of Information and Communication Technology
DSNEE	Diploma Special Needs Education External
HoD	Head of Department
ITCSP	Industrial Training, College and School Practice
KyU	Kyambogo University

PREAMBLE

WHEREAS Kyambogo University is established as a Public University governed by the provisions of the Universities and Other Tertiary Institutions Act, Cap 262, with a mandate to provide quality higher education, promote research, and foster academic excellence in Uganda and beyond;

AND WHEREAS under Section 45 of the Act, the University Senate is entrusted with the responsibility for the organisation, control, and direction of the academic matters of the University, including the establishment of academic policies, determination of academic standards, and regulation of teaching, research, examinations, and the conferment of academic awards;

AND RECOGNISING the central role that examinations play in safeguarding the credibility of academic processes, determining student progression, and upholding the integrity of academic qualifications awarded by the University;

AND ACKNOWLEDGING that the University Council, in exercise of its statutory mandate under Section 40 of the Act, is responsible for the overall administration of the University and the formulation of policies necessary for the governance of its academic and administrative affairs;

AND FURTHER ACKNOWLEDGING the need for a unified and operationally enforceable framework to regulate the conduct of examinations and the processing of academic results across the University;

NOW THEREFORE, this Kyambogo University Policy and Guidelines on the Management of Examinations and Processing of Results – 2025 is hereby adopted to:

- (a) Provide a binding institutional framework for the fair, efficient, and transparent conduct of all examinations and related processes;
- (b) Define the roles and responsibilities of all internal and external stakeholders involved in the examination lifecycle, including academic staff, students, invigilators, external examiners, and technical personnel;
- (c) Establish quality assurance mechanisms to ensure the validity, security, and consistency of examination outcomes;

- (d) Provide procedures for managing irregularities, processing of results, and handling of special circumstances including the needs of students with disabilities in accordance with the Kyambogo University Disability Policy;
- (e) Promote compliance with the NCHE Quality Assurance Framework, the NCHE Benchmarks for Postgraduate Studies, the Revised Kyambogo Graduate Guidelines, and the Kyambogo University Student Examination Regulations (2025; and
- (f) Ensure institutional accountability and the continuous improvement of the University's examination and assessment systems.

VISION, MISSION, MOTTO AND CORE VALUES

Vision: To be a Centre of Academic and Professional Excellence.

Mission: To advance and promote knowledge and development of skills in Science, Technology and Education and such other fields having regard to quality, equity, progress and transformation of society.

Motto: Knowledge and skills for service.

Core values: Kyambogo University in the pursuit of its mission will be guided by the following core values:

- (a) *Quality:* Ensuring high quality of output and service delivery;
- (b) *Equity:* Ensuring equal opportunity for all in all its programmes;
- (c) *Integrity:* Promotion of high sense of moral and ethical standards in all its dealings with stakeholders and the public;
- (d) *Professionalism:* Professionalism is to be observed in all dealings and execution of the University's mandate; and
- (e) *Inclusiveness:* The University shall provide for inclusion of all stakeholders in its undertakings.

PART I: PRELIMINARY

1. Citation

This Policy shall be cited as “The Kyambogo University Policy and Guidelines on the Management of Examinations and Processing of Results, 2025”

2. Interpretation of Terms

Authorized Material:	means material allowed or required in an examination room. It would include but not limited to pens, pencils, rulers, calculators or other materials permitted by the Department.
Chief Internal Examiner:	means the Head of Department.
Chief invigilator:	means the Head of Department.
Collusion:	means the secret activities of people who work together to do something dishonest.
Impersonation:	means to pretend to be someone else.
Invigilation:	means someone who watches over or supervises the conduct of examinations.
Malpractice:	means contravening set examination regulations/rules to one's benefit.
Moderation:	means the act of mediating examinations.
Plagiarism:	means the act of passing off words or ideas of someone else as one's own without proper acknowledgement or crediting the original source or replicate one's work which one has presented elsewhere for assessment.
Preliminary results:	means the results released by the Department after being considered by the Departmental Board.
Provisional results:	means the results released by the Faculty after being considered by the Faculty Board.

Rubric:	means a set of instructions at the beginning of a document e.g. at the top of an examination paper.
Unauthorized material:	means material not permitted and not needed in an examination room. It includes but not limited to handbags, purses, clipboards, communication equipment e.g. microcomputers, cellphones, paper written on or not written on, magazines, sweaters, jackets, lighters, matches, food, drinks, books except for open examinations and others.

3. Legal Framework

This Policy and Guidelines shall be implemented in accordance with the laws of the Republic of Uganda, and in particular the provisions of the Universities and Other Tertiary Institutions Act, Cap 262. It shall also comply with the regulatory instruments issued by the National Council for Higher Education (NCHE), including the Quality Assurance Framework. Internally, the Policy shall be read together with and applied in conformity with the other Policies and Regulations issued by the University Council or Senate from time to time.

4. Policy Statement

The management of examinations and the processing of academic results form a critical component of the University's academic governance framework. These processes directly influence the credibility of academic awards, the progression of students, and the integrity of academic standards.

Kyambogo University is committed to ensuring that all examinations and result-related processes are conducted with fairness, accuracy, transparency, and consistency. This Policy and its associated Guidelines provide a binding framework for the ethical and professional administration of examinations and results, applicable to all academic units, programmes, and stakeholders, including all undergraduate and postgraduate students.

5. Purpose of the Policy and Guidelines

The purpose of this Policy is to establish a coherent, enforceable, and institution-wide approach for the management of examinations and the processing of academic results. It is intended to:

- (a) Safeguard the integrity and credibility of examinations and academic awards;
- (b) Promote uniformity and procedural fairness in all examination-related activities;
- (c) Provide detailed operational guidance to staff, students, and external stakeholders on examination and results-related procedures; and
- (d) Ensure that all examination processes are inclusive, secure, quality-assured, and aligned with applicable statutory, regulatory, and internal policy instruments.

6. Scope

This Policy and Guidelines shall apply to:

- (a) All undergraduate and postgraduate students of Kyambogo University and its Campuses;
- (b) All academic and administrative staff involved in the setting, invigilation, marking, moderation, processing, or publication of examinations and results; and
- (c) All External Examiners, Assessors, or Technical Persons appointed by the University to perform functions related to examinations, grading, or quality assurance.

Compliance with this Policy is mandatory, and failure to observe its provisions shall attract disciplinary or administrative action in accordance with applicable University regulations.

7. Guiding Principles

The implementation of this policy and guidelines shall be guided by the following principles:

- (a) *Fairness*: Ensuring standardized format of candidate assessment.
- (b) *Integrity and Professionalism*: The University shall embrace the highest standard of ethical behavior, honesty, exemplary moral character, competence, consistency, legitimacy, objectivity and confidentiality.

- (c) *Accountability*: Putting in place measures and criteria for measuring and ensuring efficiency and effectiveness.
- (d) *Reliability*: Ensuring that the assessment outcome is reliable.
- (e) *Reasonable Accommodation*: Ensuring that guidelines are in place for accommodating students with special needs during examinations.

8. Policy Focus Areas

- (1) This Policy and its accompanying Guidelines shall focus on the end-to-end management of examinations and the secure, accurate, and accountable processing of academic results. It shall define institutional protocols, responsibilities, and safeguards to ensure fairness, consistency, and integrity in the assessment process across all academic units of the University.
- (2) In particular, the Policy shall provide operational procedures and minimum standards for:
 - (a) The appointment and deployment of Invigilators, including eligibility criteria, training, and duties;
 - (b) The nomination and formal appointment of Internal and External Examiners, including criteria, terms of reference, and ethical standards;
 - (c) The moderation of examinations to ensure validity, alignment with learning outcomes, and quality assurance;
 - (d) The conduct of examinations, including preparation, invigilation protocols, student conduct, and special provisions for students with disabilities;
 - (e) The marking and grading of examinations, including timelines, double marking (where applicable), and moderation of marks;
 - (f) The processing, verification, publication, and archiving of results in accordance with University regulations and confidentiality standards;
 - (g) The receipt and resolution of examination-related complaints and administrative queries, including those raised by students and staff; and
 - (h) The safeguarding of data, examination materials, scripts, and academic records, including provisions for confidentiality, controlled access, and digital security.

9. Objectives of the Policy and Guidelines

- (1) The purpose of this Policy and its associated Guidelines is to ensure the effective, fair, and accountable administration of examinations and the secure and accurate processing of academic results across all academic units of Kyambogo University.
- (2) Specifically, the Policy seeks to:
 - (a) Establish a coherent and enforceable framework for the management of examinations and the processing, approval, and release of academic results in accordance with national and institutional standards;
 - (b) Define the governance structures, roles, and responsibilities of all stakeholders involved in the administration of examinations, including academic staff, administrators, technical personnel, and external examiners;
 - (c) Promote the ethical and professional conduct of all persons involved in the examination process, and ensure adherence to principles of confidentiality, fairness, and academic integrity;
 - (d) Provide clear procedures and standards for setting, moderating, invigilating, marking, grading, and verifying examinations, applicable to both undergraduate and postgraduate programmes;
 - (e) Establish operational guidelines for secure and efficient results processing, transmission, validation, publication, and archiving, in line with the University's Quality Assurance systems; and
 - (f) Ensure that the conduct of examinations is inclusive and responsive to the needs of students with disabilities.

10. Implementation Strategies for the Policy and Guidelines on the Management of Examinations and Processing of Results

SN	OBJECTIVE	STRATEGIES
1.	Establish a coherent and enforceable framework for the management of examinations and the processing, approval, and release of academic results	(a) Develop and institutionalize a harmonized regulatory framework for examination management and results processing. The framework shall be enforceable across all faculties, departments, campuses and affiliated

	in accordance with national and institutional standards.	institutions, and shall be subject to Senate oversight; (b) Establish standardized procedures and quality assurance checkpoints for every stage of the examination lifecycle including examination setting, administration, marking, moderation, grade verification, results approval, and publication to ensure consistency, accountability, and procedural integrity. (c) Build institutional capacity and ensure compliance through regular training and sensitization of academic and administrative staff, development of user manuals and SOPs, and continuous monitoring and evaluation by the Quality Assurance Unit.
2.	Define the governance structures, roles, and responsibilities of all stakeholders involved in the administration of examinations, including academic staff, administrators, technical personnel, and external examiners.	(a) Define and formalize examination governance roles and responsibilities across all levels of the institution by assigning clear mandates to Senate, academic units, administrative offices, external examiners, and support staff. (b) Establish and strengthen institutional coordination and oversight mechanisms through structured reporting channels, standing academic and administrative committees, and integration of examination-related functions into the University's Institutional Risk Register.

		(c) Build institutional capacity and ensure accountability by delivering regular training for examiners, invigilators, and administrative staff.
3.	Promote the ethical and professional conduct of all persons involved in the examination process, and ensure adherence to principles of confidentiality, fairness, and academic integrity;	(a) Enforce ethical and professional standards by requiring all staff, examiners, invigilators, and technical personnel involved in examination processes to comply with the University's Code of Conduct ensuring that breaches are subject to appropriate disciplinary action under the applicable University policies. (b) Institutionalize integrity assurance measures through adoption of secure handling protocols for scripts, mark sheets, and results. These measures shall be monitored and reported as part of the University's academic risk controls under the Risk Management Policy. (c) Promote an institutional culture of academic honesty and accountability through continuous sensitization and awareness-building campaigns for students and staff on examination ethics and malpractice consequences and integration of ethical conduct indicators into staff performance evaluations and postgraduate examiner contracts.

4.	Provide clear procedures and standards for setting, moderating, invigilating, marking, grading, and verifying examinations, applicable to both undergraduate and postgraduate programmes;	(a) Develop and standardize examination procedures across all academic units by issuing clear, binding protocols on the setting, vetting, moderation, printing, secure storage, and administration of examinations. (b) Establish quality assurance mechanisms for assessment processes by mandating internal and external moderation of examinations and marks, requiring double-marking or blind marking for dissertations, theses, and high-stakes postgraduate assessments and implementing post-examination verification and results approval workflows. (c) Ensure consistent and transparent grading practices by adopting approved grading scales, using standardized mark sheets, and enforcing timelines for submission of marks and feedback.
5.	Establish operational guidelines for secure and efficient results processing, transmission, validation, publication, and archiving, in line with the University's Quality Assurance systems.	(a) Implement standardized procedures for results processing and validation across all academic units. (b) Strengthen controls for secure transmission, publication, and archiving of results by: (i) Requiring all transmission of marks and grades to follow through secure, and traceable channels;

		(ii) Publishing results through officially designated platforms only, under the supervision of the Academic Registrar; (iii) Archiving all assessment records, grade sheets, and examiner reports in digital and physical formats that comply with the University's data retention and privacy standards. (c) Align results processing with internal audit and quality assurance mechanisms
6.	Ensure that the conduct of examinations is inclusive and responsive to the needs of students with disabilities.	(a) Implement reasonable accommodation measures by establishing clear procedures for adapting examination formats, timing, and environments to suit the needs of students with disabilities. (b) Institutionalize disability-inclusive examination planning and support through coordination between academic units, the Academic Registrar's Office, and the Disability and Sport Centre. (c) Integrate disability responsiveness into quality assurance and risk governance systems by embedding inclusive assessment practices in audit tools, invigilator training, examination planning, and departmental reporting.

PART II: GOVERNANCE AND MANAGEMENT OF THE POLICY AND GUIDELINES.

11. Governance Structure

The implementation of this Policy and its associated Guidelines shall be overseen through Kyambogo University's existing academic governance and administrative structures. Responsibility for compliance, supervision, and operational execution shall be shared across multiple governance organs and University offices.

12. University Council.

The University Council shall provide strategic oversight by approving this Policy and any subsequent revisions, and by ensuring that the necessary facilities, resources, and administrative support structures are in place for its effective implementation. The Council shall further ensure that the Policy aligns with the University's academic objectives and complies with national higher education standards.

13. University Senate

The University Senate shall be responsible for the overall organisation, control, and direction of academic matters relating to examinations and the processing of results. In the execution of this mandate, the Senate shall:

- (a) Advise the University Council on the facilities and academic resources required for the effective implementation of this Policy;
- (b) Approve all regulations, procedures, and academic standards arising from this Policy and its associated guidelines; and
- (c) Receive, review, and act upon periodic reports on the implementation and compliance status of this Policy submitted through the relevant committees and academic units.

14. Senate Science and Senate Humanities Committees

The Senate Science and Senate Humanities Committees shall be the principal technical and advisory committee of Senate mandated to:

- (a) To receive and consider examination results from Science based and Humanities based Faculties/Schools/Institutes;

- (b) Recommend examination results to Senate for approval;
- (c) Receive and consider Internal and External Examiners Reports from the Academic Registrar;
- (d) (Receive and consider the following academic appeals and make recommendations to Senate:
 - (i) Re-marking of course assessments;
 - (ii) Academic discontinuation;
 - (iii) Classification of degrees, diplomas, or certificates;
 - (iv) Deregistration;
 - (v) Suspension; and
 - (vi) Any other examination-related appeal referred to the Committee in accordance with this Policy and the University Examination Regulations.
- (e) To bring to the knowledge of Senate matters affecting the academic performance of Students and Staff for appropriate action;
- (f) Review and recommend policies, procedures, and standards relating to the conduct, moderation, and processing of examinations;
- (g) Monitor implementation of examination integrity measures, results processing protocols, and compliance with Senate-approved timelines;
- (h) Receive and analyse reports from Faculties, Schools, and the Academic Registrar regarding academic misconduct, procedural anomalies, and operational risks;
- (i) Recommend appropriate remedial actions, sanctions, or policy reforms to Senate for adoption;
- (j) Submit all findings, decisions, and recommendations on appeal matters to Senate for final consideration and resolution, in accordance with Section 45 of the Universities and Other Tertiary Institutions Act; and
- (k) Carry out any other duty as may be assigned by Senate.

15. Top Management

- (1) The University Top Management shall provide strategic leadership and inter-departmental coordination for the effective implementation of this Policy and Guidelines.

- (2) Members of Top Management shall ensure that their respective directorates or departments:
 - (a) Facilitate compliance with the operational requirements of this Policy;
 - (b) Allocate the necessary human, technological, and financial resources to examination and results-related activities; and
 - (c) Integrate risk mitigation, quality assurance, and accountability measures in accordance with the Risk Management Policy and related University instruments.

16. Vice Chancellor

The Vice Chancellor as the Chief Executive Officer and Chairperson of Senate, shall:

- (a) Have overall responsibility for the implementation of this Policy;
- (b) Ensure that all academic units comply with the provisions of the Policy and Guidelines; and
- (c) Report to the University Council on its status and effectiveness.

17. Deputy Vice Chancellor Academic Affairs

The Deputy Vice Chancellor in charge of Academic Affairs shall:

- (a) Assist the Vice Chancellor in the academic oversight of examinations and results processing;
- (b) Coordinate the work of the Academic Registrar, Deans, and Heads of Department in implementing this Policy; and
- (c) Report to Senate on academic risk areas and compliance gaps.

18. Academic Registrar

- (1) The Academic Registrar shall be the lead officer in the administration, coordination, and monitoring of all examination-related activities.
- (2) The Academic Registrar shall:
 - (a) Schedule and manage examinations;
 - (b) Ensure adherence to marking, grading, and results processing timelines;
 - (c) Communicate results approved by Senate; and

- (d) Coordinate inclusive examination accommodations in liaison with the Disability Support Centre.

19. Deans and Directors

The Deans and Directors shall:

- (a) Supervise examination administration within their Schools/Faculties/Institutes;
- (b) Ensure timely marking, moderation, and submission of results;
- (c) Verify results at Faculty/School Board level prior to Senate submission; and
- (d) Enforce staff compliance with examination procedures and ethical standards.

20. Heads of Department

The Heads of Department shall:

- (a) Oversee examination setting, invigilation, and marking within their respective departments;
- (b) Coordinate the internal moderation of examinations;
- (c) Prepare and submit preliminary results to the Dean/Director and the Academic Registrar; and
- (d) Report any academic integrity concerns to the Dean or Director for onward transmission to the Academic Registrar and subsequent consideration by the Senate Examinations Committee where appropriate

21. Director of Quality Assurance

The Director of Quality Assurance shall:

- (a) Monitor and evaluate the implementation of examination and results standards;
- (b) Conduct institutional audits of examination processes in collaboration with the Internal Audit Unit;
- (c) Prepare compliance and quality assurance reports for Senate and Management;
- (d) Ensure integration of risk controls related to examinations into the University's quality assurance system.

22. Director of ICT Services

The Directorate of ICT Services shall:

- (a) Provide technical and cybersecurity oversight for all ICT systems used in examination and results processing;
- (b) Collaborate with the Academic Registrar to maintain the security, availability, and performance of platforms such as ACMIS and ARMIS;
- (c) Advise Senate and Top Management on system upgrades, vulnerabilities, and ICT-based innovations to improve examination administration;
- (d) Coordinate monitoring, logging, and auditing of user activity within examination systems in line with the University ICT Policy and Risk Management Policy.

23. ICT Integration and Digital Governance

- (1) The University recognises that the effective management of examinations and processing of results depends significantly on reliable, secure, and policy-compliant digital systems. Accordingly, the implementation of this Policy shall be underpinned by the use of ICT platforms and services in accordance with the Kyambogo University ICT Policy Framework and applicable national standards on digital governance and information security.
- (2) The University shall ensure that:
 - (a) All examination-related activities, including student registration, examination timetabling, question setting, invigilation scheduling, marking, grade entry, results approval, and publication, are conducted through approved and centrally managed academic management systems such as ACMIS and ARMIS;
 - (b) The Directorate of ICT Services (DICTS) shall:
 - (i) Provide continuous technical and cybersecurity support for all systems used in the administration of examinations and processing of results;
 - (ii) Implement access controls, user authentication, and secure data protocols to safeguard the confidentiality, integrity, and availability of examination-related data;
 - (iii) Maintain complete system audit logs and backups in compliance with the University's Data Management and Disaster Recovery Protocols;

- (c) All staff, students, and external personnel accessing or using examination-related ICT systems shall comply with the University's Acceptable Use Policy, ethical conduct provisions, and the institutional risk mitigation framework under the KyU Risk Management Policy.

24. Digital Accessibility and Inclusion for Students with Disabilities

- (1) The University shall ensure that all digital systems and platforms used in the administration of examinations and processing of results are inclusive, accessible, and responsive to the needs of students with disabilities in accordance with the Kyambogo University Disability Policy, the KyU ICT Policy Framework, and applicable national legislation.
- (2) In fulfilment of this obligation the Directorate of ICT Services, in collaboration with the Disability Support Centre and the Academic Registrar's Office, shall ensure that academic management systems used for examinations and results processing incorporate accessible features, including:
 - (a) Screen reader compatibility, adjustable font sizes, and colour contrast settings;
 - (b) Keyboard navigation and assistive device integration;
 - (c) Alternative formats for notifications and results (e.g., Braille, audio, large print).
- (3) Where online assessments or results publication platforms are used, students with disabilities shall be granted reasonable accommodation, including additional time or alternate modalities, as assessed and approved by the Disability and Special Needs Assessment Committee.
- (4) All invigilators, examiners, and ICT personnel shall receive periodic orientation and guidance on digital accessibility standards and disability-inclusive practices relevant to their examination-related responsibilities.

25. Examination-Related Payments and Incentives

- (1) The University Council shall, from time to time, approve honoraria, allowances, and operational support for examination-related tasks undertaken by staff in accordance with approved financial policies.

- (2) Examination-related payments and incentives for activities undertaken under these Guidelines shall be payable in accordance with rates and procedures approved by the University Council from time to time.
- (3) The University Council shall review these payments from time to time and as may be advised by Top Management in consultation with the University Senate.

PART III: OPERATIONAL GUIDELINES

26. Introduction to the Operational Guidelines

- (1) These guidelines provide detailed procedures for the administration of University examinations and the processing of academic results, as part of the implementation of this Policy.
- (2) The operational guidelines cover the following key functional areas:
 - (a) Appointment of invigilators;
 - (b) Nomination and appointment of internal and external examiners;
 - (c) Moderation of examinations;
 - (d) Conduct of examinations;
 - (e) Centralised marking;
 - (f) Award of results and cumulative grading;
 - (g) Results processing;
 - (h) Release and uploading of results;
 - (i) Management of examination-related complaints;
 - (j) Data protection and confidentiality.
- (3) Examination management includes the administration of correspondence with staff, setting coursework and examination papers, moderation processes, sanctions for non-compliance, special consideration protocols, and invigilation procedures.
- (4) The processing of results entails the receipt, entry, processing, approval, and publication of coursework and examination marks. It also includes accountability for compliance with applicable guidelines and timelines.

27. Course Delivery, Continuous Assessment and Coursework

- (1) All academic programmes at Kyambogo University shall be delivered in accordance with the approved curricula, incorporating lectures, tutorials, seminars, practicals, fieldwork, and independent learning.
- (2) Course delivery shall be guided by clearly stated learning outcomes, instructional objectives, and the official course outline approved by the Senate.
- (3) Academic staff are responsible for ensuring that teaching activities are aligned with the learning outcomes and assessment strategies of the programme.
- (4) Departments shall ensure that all instructional activities are recorded, timetabled, and monitored for coverage, attendance, and compliance with the semester academic calendar.

28. Academic Timetabling and Syllabus Coverage

- (1) All learning and assessment activities shall be undertaken within the University's approved Academic Calendar.
- (2) Syllabi for all course units must be fully delivered within the semester. No course shall be examined unless at least 75% of its content has been covered and verified by the Head of Department.
- (3) Course Lecturers shall prepare and submit teaching schedules and course coverage reports to their Heads of Department at the end of every semester.
- (4) Departments shall ensure that academic timetabling accommodates sufficient time for coursework, practicals, and preparation for final assessments.

29. Coursework and Continuous Assessment

- (1) Each Course Lecturer shall administer a minimum of two (2) coursework assessments per semester. These may include assignments, tests, quizzes, presentations, or practical tasks, depending on the course design.
- (2) The first coursework/test shall be issued by the fifth (5th) week of the semester and returned to students with feedback by the ninth (9th) week.
- (3) The second coursework/test shall be issued by the tenth (10th) week and returned with feedback by the fourteenth (14th) week.

- (4) The Head of Department shall oversee the administration and academic quality of all coursework activities and ensure that marking and feedback timelines are adhered to.
- (5) All coursework shall contribute to the final grade in accordance with the approved course structure and grading policy. Coursework shall constitute a minimum of 30% and a maximum of 40% of the final mark for any course unit unless otherwise approved by Senate.
- (6) Departments shall retain coursework records, mark sheets, and feedback for audit and moderation purposes in line with the University's data retention and quality assurance policies.
- (7) Coursework scripts shall be returned to students before the commencement of the end of semester examinations.
- (8) The Department Examination Coordinator shall:
 - (a) Remind Course Lecturers of the approved timelines for setting and administering coursework;
 - (b) Ensure adherence to the scheduled coursework timelines;
 - (c) Confirm that marked coursework is returned to students prior to the start of final examinations;
 - (d) Provide mark sheets to Course Lecturers for each coursework;
 - (e) Receive and consolidate coursework marks submitted by Course Lecturers;
 - (f) Support Internal Examiners in entering and uploading coursework marks into the University's approved results management system.

PART IV: MANAGEMENT OF EXAMINATIONS

30. Management of Examinations

- (1) Examination management encompasses all pre-examination, operational, and oversight activities required to ensure a credible, transparent, and efficient examination process.
- (2) Examination preparation is a critical phase in the academic assessment lifecycle. It encompasses the setting, vetting, moderation, and finalization of all examination materials. The following institutional guidelines and minimum standards shall apply:

- (a) All examination questions must be aligned with the Intended Learning Outcomes (ILOs) of the course unit. A mapping matrix shall be included as part of the moderation dossier submitted to the Head of Department and Academic Registrar.
- (b) Each department shall prepare an *Examination Blueprint* for every paper. The blueprint shall clearly indicate topic distribution, mark allocation, and question types to ensure fairness, validity, and curriculum alignment.
- (c) Internal and external moderators shall be senior academic staff with subject matter expertise, preferably with postgraduate-level teaching or examining experience. Appointment shall be made in accordance with the University's Academic Staff Standards.
- (d) All examination question papers shall be submitted through secure, university-approved ICT platforms. These shall include password-protected files, encrypted transmissions, and restricted-access folders managed by the Academic Registrar's office.
- (e) Before the official handover of papers to the Academic Registrar, each Department shall complete and submit a *Pre-Examination Readiness Checklist* signed by the Head of Department and Chief Internal Examiner. The checklist shall confirm that:
 - (i) All papers have been set, moderated, and typeset;
 - (ii) Marking guides have been reviewed; and
 - (iii) Secure storage protocols have been observed.
- (f) The Academic Registrar shall convene a pre-examination briefing for all Heads of Department, Deans, and Invigilators at least one week before the start of examinations. The briefing shall cover:
 - (i) Ethical conduct and conflict of interest;
 - (ii) Invigilation protocols and emergency response;
 - (iii) Accommodation procedures for students with disabilities; and
 - (iv) Secure handling of scripts and materials.

- (3) All University Examinations shall be undertaken at the end of each Semester. The examinations shall be jointly managed and administered on a role basis by the following persons at the University, namely;
- (a) Course Lecturers;
 - (b) Examinations Coordinators;
 - (c) Head of Department,
 - (d) Dean/Director;
 - (e) Academic Registrar.

31. Examination Preparation

- (1) All University examinations shall be scheduled in accordance with the approved Academic Calendar. The Academic Registrar shall be responsible for preparing and publishing the examination timetables in consultation with Deans, Heads of Department, and Examination Coordinators.
- (2) The draft timetable shall be reviewed and validated by Faculty Boards before being submitted to the Senate Examinations Committee for final approval. Once approved, it shall be published at least four (4) weeks before the start of examinations.
- (3) Departments shall verify students registered for each course unit, in liaison with the Academic Registrar's Office, at least three (3) weeks prior to examinations. Students shall only sit for examinations in courses they are officially registered and enrolled in.
- (4) The Chief Internal Examiner shall communicate to all members of staff about the deadline for setting examinations.
- (5) The examination question papers shall be subjected to internal moderation arranged by the Chief Internal Examiner. The panel of moderators shall be composed of a maximum of 3 senior staff members of the Department. Internal moderation shall be completed by the 6th week of a semester.
- (6) All marking guides/schemes must be in possession of the Head of Department.
- (7) Moderated examination papers shall be ready within the 7th week of the semester.
- (8) General security of examinations shall be adhered to as stipulated in the Kyambogo University Examination Regulations.

- (9) Question papers shall be sent to the External Examiner in the 9th week for moderation and shall be returned to the Academic Registrar by the 11th week for onward communication to the relevant Faculty, School or Institute.
- (10) The Dean of the Faculty/School shall be responsible for type-setting, printing, packing and sealing of question papers. However, there shall be special consideration for those courses where there is need to draw complex diagrams or use of rare symbols or signs. Such papers shall be typeset by the Chief Internal Examiner or someone assigned such a duty by him or her.
- (11) Answer booklets shall be collected by the Deans before examination.
- (12) No one (teaching, non-teaching, support staff, non-students) shall use the University answer booklets for any other purpose other than what they are meant for.
- (13) Question papers shall be collected each day by the Head of Department from the examination office at least 2 hours before the commencement of the examinations.

32. Examination Setting

The role of course lecturers:

- (1) The course lecturers are Internal Examiners and they shall prepare and assess coursework for students; prepare examination question papers accompanied by marking guide/scheme in line with approved course outlines and learning outcomes.
- (2) Each paper shall undergo internal moderation by the Examination Committee of the department and external moderation by the external examiner before submission.
- (3) Papers shall be submitted in both hard and encrypted digital formats to the Faculty/School Dean during the 4th week of the semester.
- (4) The setting, transmission, printing, and storage of examination materials shall be conducted under strict confidentiality. Access to examination content shall be limited to authorized personnel, and breaches shall be subject to disciplinary action.
- (5) The course lecturers /Internal Examiners shall participate in moderation of the set examination papers.

- (6) The chief Internal Examiner are requested to submit agreed examination papers to the Head of Department in accordance to the following instructions: examination papers must be set in accordance with approved curriculum; all Internal Examiners and Chief Internal Examiners who had access to the draft examination paper must sign; special consideration shall be given in preparation of examinations for students with visual impairment.
- (7) The moderated question papers shall be submitted to the Head of Department in the 7th week of each semester for onward transmission to the External Examiner for further moderation. After external moderation, the agreed examination paper must be delivered to the Head of Department by the 10th week of the semester in which the examination is to be taken.
- (8) The course lecturers /Internal Examiners shall be the lead invigilator for his/her examination paper.

33. Role of Heads of Departments in Examination Management

- (1) The Heads of Departments shall serve as Chief Internal Examiners within their respective units.
- (2) The Heads of Department shall:
 - (a) Act as the overall supervisors of examination processes at departmental level;
 - (b) Ensure timely picking of question papers from examination Division;
 - (c) The Head of Department in consultation with the Dean shall appoint invigilators;
 - (d) Ensure that there is quality invigilation;
 - (e) Ensure that there are adequate female and male invigilators for all examination rooms to be used and that the sitting capacity is adequate;
 - (f) Ensure that invigilators sign attendance sheets;
 - (g) Requisition for answer booklets from the Faculty/School Dean and ensure that there are adequate examination materials;
 - (h) Keep track of examination scripts and answer booklets;
 - (i) Report examination malpractices to the Academic Registrar within 48 hours from the time of the offence;
 - (j) Ensure safe custody of examination materials during examination;

- (k) Provide and disseminate information on examination timelines/timetables and requirements to staff and students; and
- (l) Oversee and ensure the moderation of examinations at departmental level in accordance with University guidelines.

34. Role of Departmental Examination Coordinators in Examination Management

- (1) The Departmental Examination Coordinators shall support the Head of Department in overseeing examination processes.
- (2) The Departmental Examination Coordinators shall:
 - (a) Coordinate internal examination logistics including collection, issuance, and retrieval of question papers and scripts;
 - (b) Maintain records of examiner submissions, moderation forms, and examination schedules;
 - (c) Shall ensure timely picking of question papers from the Faculty/School Examination Coordinator and distributing them to examination rooms;
 - (d) Ensure provision of mark sheets to course lecturers;
 - (e) Support Heads of Department in enforcing timelines for setting, moderation, and submission of examination papers; and
 - (f) Ensure accurate entry and processing of marks into the University results management system.

35. Role of Faculty/School Postgraduate Examination Coordinators in Examination Management

The Faculty/School Postgraduate Examination Coordinators shall:

- (a) Coordinate postgraduate teaching, research, and assessment including practicals, internships, and viva voce;
- (b) Organize seminars and workshops for graduate students and staff;
- (c) Collect and document research outputs for publication and internal reporting;
- (d) Coordinate graduate student examination administration; and
- (e) Ensure the safety and welfare of graduate students during assessment activities.

36. Role of Deans/Directors of Faculties/Schools/Institutes/Directorates in Examination Management

- (1) The Deans/Directors of Faculties/Schools/Institutes/Directorates shall be the overall academic officers in charge of examinations within their respective Faculties/Schools/Institutes/Directorates.
- (2) The Deans/Directors of Faculties/Schools/Institutes/Directorates shall:
 - (a) Supervise and coordinate examination processes across departments;
 - (b) Avail students with answer booklets and or examination material;
 - (c) Collect all used or unused examination materials such as answer booklets, graph books, maps, photographs, etc.;
 - (d) Submit examination attendance sheet to Heads of Departments;
 - (e) Ensure compliance with timelines, standards, and procedures; and
 - (f) Report examination malpractice, examination irregularities, and other examination integrity concerns to the Academic Registrar for presentation to the Senate Examinations Committee where appropriate.

37. Role of External Examiners in Examination Management

- (1) External Examiners shall serve as subject or course specialists.
- (2) The roles and responsibilities of External Examiners shall be assigned and coordinated by the respective Heads of Departments in accordance with Senate-approved guidelines.

38. Role of the Academic Registrar in Examination Management

The Academic Registrar shall:

- (a) Supervise overall coordination and logistics for examinations and results processing;
- (b) Establish, coordinate, and monitor compliance with University standards for the secure handling, printing, sealing, storage, and dispatch of examination materials by Faculties, Schools, Institutes, and Directorates;
- (c) Maintain and update examination regulations and guidelines; and
- (d) Collaborate with ICT to secure digital systems supporting examination management.

39. Role of Director ICT in Examination Management

The Directorate of ICT shall:

- (a) Ensure the availability and security of examination-related digital platforms;
- (b) Support the Academic Registrar in verifying the academic status of each student.
- (c) Provide technical support for encrypted storage, controlled access, and audit trails; and
- (d) Collaborate with academic units in the secure management of e-assessments.

40. Role of Monitors in Examination Management

- (1) Monitors shall be senior staff of the Academic Registrar's department.
- (2) Monitors shall:
 - (a) Oversee internal examination conduct across Faculties/Schools/Institutes;
 - (b) File independent reports on examination processes and compliance; and
 - (c) Identify procedural gaps and advise corrective action to Senate.

41. Role of Scouts in Extension, Affiliated Institutions, and DEPE Centres in Examination Management

Scouts in Extension, Affiliated Institutions, and DEPE Centres shall:

- (a) Confirm student eligibility including registration, payments, and retake clearance, registration and examination cards;
- (b) Liaise with Registrar and Bursar to resolve pending financial or registration issues;
- (c) Coordinate with Principals/Registrars on addressing suspected malpractice; and
- (d) Monitor compliance with University Examination Regulations on ground.

42. Role of students in Examination Management

The student shall:

- (a) Register for each course unit he/she intends to do at the beginning of each semester. This includes all course units he/she has to retake in each semester, bearing in mind that the semester load must not be exceeded;
- (b) Attend lectures, classes, seminars or tutorials and submit essays or take tests or class examinations set by the candidates' lecturers;
- (c) Present his or her Registration, Examination and Identity cards for the University Examinations. In case of a student retaking any course unit, he/she shall be required to present clearance for retaking i.e letter from the Academic Registrar for students who have completed and Faculty Dean for continuing students and receipt of payment from the Bursar;
- (d) Take note of the venue(s) and time (s) of the examination (s) for which he /she is registered;
- (e) Supply him/herself with pens, pencils, rulers, erasers, calculators, hand frames, styluses and geometrical instruments. Borrowing or lending of such items shall not be allowed in the examination rooms;
- (f) Check themselves before entering into the examination room and shall be solely responsible for any unauthorized materials/items e.g phones, smuggled materials in form of notes/summaries, answer booklets e.t.c found with him/her in either the examination room or sanitation rooms during the progress of the examination he/she is sitting;
- (g) Avail oneself for admission to the examination room fifteen minutes before the time the examination is due to begin;
- (h) Write their registration number distinctly in the space provided on the answer booklet and at the top of every sheet of question paper. This must be done immediately a student receives an answer booklet. They shall also sign on the answer books in the space provided;
- (i) Read the instructions on the answer booklet;
- (j) Listen to any announcement(s);
- (k) Sign an attendance list/register after thirty minutes from the commencement of the examination;
- (l) Ensure that all rough work is done in the answer booklet and crossed out neatly through, or a supplementary answer booklet which must be submitted to the invigilator together with the main answer booklet(s). Students shall not

remove from the examination room anything except for the question paper (if it is not multiple choice) or mutilate and paper, answer booklet or any examination material supplied;

- (m) Remain at their desk until the invigilator has collected the answer booklet;
- (n) Report to the Invigilator/Chief Internal Examiner or directly to the Academic Registrar any person suspected to be indulging in examination malpractices;
- (o) Abide by all University rules, regulations and procedures.

43. Compliance and performance

Non-performance or dereliction of any of the specified responsibilities by the designated parties shall attract administrative or disciplinary sanctions, as provided under relevant University Policies and Procedures.

44. Examination Preparation and Administration Guidelines

- (1) The Chief Internal Examiner shall communicate to all members of staff about the set deadlines for setting examinations.
- (2) Examination question papers shall be subjected to internal moderation arranged by the Chief Internal Examiner. The panel of moderators shall comprise a maximum of three (3) senior staff members of the Department. Internal moderation shall be completed by the sixth (6th) week of the Semester.
- (3) All marking guides/schemes must be retained in the custody of the Head of Department.
- (4) Moderated question papers shall be submitted to the Faculty/School Dean by the seventh (7th) week of the Semester.
- (5) The general security of examinations shall be maintained in accordance with the provisions of the Kyambogo University Examination Regulations.
- (6) The Academic Registrar shall send the moderated question papers to the External Examiner for further moderation by the ninth (9th) week of the Semester. The External Examiner shall return them to the Academic Registrar by the eleventh (11th) week.
- (7) The School/Faculty Dean shall be responsible for type-setting, printing, packing, and sealing of question papers.
- (8) Where complex diagrams or rare symbols are required, such examination papers shall be type-set by the Chief Internal Examiner or an assigned designee.

- (9) Deans/Directors of Schools/Faculties/Institutes/Directorates shall ensure that sufficient answer booklets are available and question papers are prepared and availed before the commencement of examinations.
- (10) No person, whether teaching, non-teaching, support staff, or otherwise, shall use University answer booklets for any purpose other than that which is officially sanctioned.
- (11) Question papers shall be collected daily by the Head of Department from the Examinations Office at least two (2) hours before the scheduled start of each examination.
- (12) The Departmental Examination Coordinator shall:
 - (a) Remind Course Lecturers of the approved timelines for setting and administering coursework;
 - (b) Ensure adherence to the scheduled coursework timelines;
 - (c) Confirm that marked coursework is returned to students prior to the start of final examinations;
 - (d) Provide mark sheets to Course Lecturers for each coursework;
 - (e) Receive and consolidate coursework marks submitted by Course Lecturers;
 - (f) Support Internal Examiners in entering and uploading coursework marks into the University's approved results management system.

45. Compliance Enforcement Measures in Examination Management

- (1) Where a Course Lecturer fails to submit examination question papers within the stipulated deadlines:
 - (a) The Chief Internal Examiner shall issue a formal written reminder one (1) week after the deadline.
 - (b) A second reminder shall be issued in writing after the second week.
 - (c) A third written notice shall be sent after the third week and copied to the Dean/Directors of Faculty/School/Institutes/Directorates.
 - (d) Upon receiving the third notice, the Dean shall formally write to the concerned staff member.
 - (e) If no action is taken, the name of the staff member shall be forwarded to the Director of Human Resources for disciplinary action. An alternative Course Lecturer shall be nominated to set the paper.

- (f) The above process shall also apply to Course Lecturers who fail to issue coursework within the scheduled timeframes.
- (2) If a Departmental Examination Coordinator fails to perform their duties:
 - (a) The Head of Department shall issue a verbal caution.
 - (b) If there is no improvement, a formal written warning shall be issued and copied to the Dean.
 - (c) Continued non-performance for a full semester shall result in referral of the matter to the Department's Appointments, Appraisal, and Promotions Committee for consideration of replacement.
- (3) If a Head of Department fails to fulfil their obligations including the enforcement of sanctions:
 - (a) The Dean shall issue a verbal reminder.
 - (b) A written reminder shall follow and be copied to the Academic Registrar.
 - (c) A formal report shall be submitted to the Academic Registrar and copied to the Director of Human Resources.
 - (d) Continued failure to comply throughout the semester shall result in the matter being referred to the University Disciplinary Committee.
- (4) If the Academic Registrar fails to fulfil obligations under these guidelines:
 - (a) The Deputy Vice Chancellor (Academic Affairs) shall issue a verbal caution.
 - (b) Continued failure shall result in a written report submitted to the Vice Chancellor for further disciplinary action.

46. Moderation, Question Submission, and Examination Security

- (1) All examination papers shall be subjected to moderation to ensure quality, fairness, alignment with learning outcomes, and academic standards. Moderation shall be undertaken by both internal and external examiners where applicable, in line with University and national quality assurance guidelines.
- (2) During internal moderation:
 - (a) The Head of Department shall compile and submit a list of examiners and proposed moderators to the Dean of Faculty for approval by Week 4 of the Semester to facilitate completion of the internal moderation process by Week 6 of the Semester.

- (b) A panel of not more than three (3) senior academic staff shall be appointed to moderate each examination paper.
 - (c) Moderation shall assess the relevance, structure, accuracy, fairness, and cognitive depth of the examination content.
 - (d) All comments and iterations between the moderator and course examiner shall be documented using the standard Examination Moderation Form.
 - (e) The final moderated version of the examination paper shall be finalized not later than Week 6 of the Semester.
- (3) During external moderation:
- (a) Examination papers shall be submitted to External Examiners by the Academic Registrar by Week 9 and returned to the Academic Registrar with feedback not later than Week 11.
 - (b) External Examiners shall assess examination content, marking standards, syllabus coverage, and curriculum relevance, and submit a formal moderation report.
- (4) The Chief Internal Examiner (Head of Department) shall:
- (a) Submit the final moderated examination papers to the Dean's Office by Week 7.
 - (b) Ensure the secure custody of the examination papers following submission to the Dean's Office.
- (5) The Academic Registrar shall:
- (a) Maintain custody of all examination papers in secure, access-controlled conditions;
 - (b) Ensure that questions requiring diagrams, symbols, or special formatting are type-set with departmental technical assistance where necessary.
- (6) Faculty/School/Directorate/Institutes Deans/Directors shall:
- (a) Supervise the secure printing of papers a week before examinations;
 - (b) Maintain a logbook for custody and release of sealed examination packets;
 - (c) Ensure all materials are sealed, signed, and traceable throughout the examination lifecycle.

47. Examination Security and Confidentiality

- (1) All examination content, including draft and final papers, shall be treated as confidential material and handled strictly by authorized personnel.
- (2) Any breach of confidentiality, unauthorized access, or tampering with examination materials shall constitute gross misconduct and be subject to disciplinary sanctions in accordance with the University's Human Resource Manual and Examination Regulations.
- (3) Answer booklets shall be distributed by Deans/Directors to Heads of Departments and invigilators before each examination session. Unused and used booklets must be accounted for and returned immediately after each session.

48. Preparation of Examination Venues

- (1) Faculty/School/Institute/Directorate Deans, Directors and Heads of Departments, working with the Academic Registrar and DICTS, shall ensure that examination venues are adequately prepared, accessible to students with disabilities, and equipped with necessary facilities like lighting, furniture, ICT equipment where applicable.
- (2) Invigilators shall be nominated by Departments and formally appointed by the Academic Registrar. A mandatory pre-examination briefing shall be conducted to guide invigilators on roles, ethical conduct, and inclusion protocols.

49. Examination Invigilation and Administration

- (1) Each Course Lecturer shall serve as the Lead Invigilator for the examination in their course unit.
- (2) Invigilators shall be appointed from among the teaching staff. Non-teaching staff shall not be designated in invigilation.
- (3) Heads of Department shall serve as Chief Invigilators and shall:
 - (a) Supervise all departmental invigilation activities;
 - (b) Collect question papers from the Examinations Division at least two (2) hours before the start of each examination;
 - (c) Ensure secure handling and delivery of all examination materials;
 - (d) Ensure gender-balanced deployment of invigilators;

- (e) Monitor invigilator presence and ensure they sign attendance registers;
 - (f) Track all answer booklets and examination scripts;
 - (g) Report examination malpractice cases to the Academic Registrar within 48 hours;
 - (h) Submit requests for invigilation allowances and transport reimbursements;
 - (i) Ensure proper safekeeping of scripts and unused materials.
 - (j) Be required to be present and available during the time of examinations.
 - (k) Provide the following items to Invigilators:
 - (i) Question papers to be attempted by students (in sealed envelopes).
 - (ii) Answer booklets to be used by the students.
 - (iii) A copy of invigilator's Report Form.
 - (iv) Attendance forms to be signed by each and every student in the examination room.
 - (v) Any other item(s) which may be specific to the course e.g maps, graph paper.
- (4) Invigilators shall:
- (a) Check the student before they enter examination rooms;
 - (b) Admit candidates into the examination room 15 minutes before start time;
 - (c) Admit into the examination room only students who are duly registered;
 - (d) Verify candidates' identity and registration;
 - (e) Brief candidates on answer booklet and question paper instructions and clarify the rubric;
 - (f) Make an announcement to the effect that students should satisfy themselves that they are in possession of an answer booklet and correct question paper;
 - (g) Record the time when the examination started;
 - (h) Tell students when to begin writing;
 - (i) Ensure that one answer booklet is provided for each student unless the rubric on the question paper requires otherwise. This answer booklet must be filled before any additional booklet is provided;
 - (j) Ensure that students are provided with additional requirements (e.g log-tables, etc);

- (k) Ensure that handbags, communication equipment books (except where text books are permitted) and any unauthorized materials are not taken into the examination room;
 - (l) Monitor the room for unauthorized materials and conduct;
 - (m) Ensure that students sign the attendance register;
 - (n) Ensure attendance sheets are signed;
 - (o) Escort students for short breaks when necessary;
 - (p) Announce time checks and direct students when to stop writing;
 - (q) Collect, count, and seal answer booklets properly and the invigilator shall sign and indicate the number of scripts on the Returning envelope. Where many returning envelopes are used, they shall be properly labelled so as to indicate the portions e.g., 1/10, 2/10, 3/10, 4/10 for purposes of avoiding a situation where an envelope is erroneously left behind at the time of distributing them to course lecturers for marking;
 - (r) Ensure no answer booklets remain uncollected and no spare papers or spoilt answer booklets or any other examination materials remain in the venue;
 - (s) Ensure that students observe the regulations of sitting examinations.
 - (t) Shall not carry into the examination room any unauthorized materials such as newspapers, novels, students' scripts, etc.
- (5) Tracking Examination Scripts:
- (a) There must be a record of invigilators for each session/course paper/day of examination;
 - (b) Answer scripts in sealed returning envelopes shall be signed in the Head of Department's office by the invigilators immediately after the end of the examination session;
 - (c) Where many returning envelopes are used, they shall be properly labelled so as to indicate the portions e.g., 1/10, 2/10, 3/10.....10/10 so that a situation where an envelope is erroneously left behind at the time of distributing them to course lecturers for marking is avoided;
 - (d) Envelopes with answer scripts shall be signed out of the Head of Department's office/store by course lecturers for purposes of marking;
 - (e) The number of scripts enclosed or taken by the course lecturer shall be recorded;

- (f) The Head of Department shall inform the Dean of all returned examination scripts and to whom they have been assigned for marking;
- (g) The Head of Department shall avail lists of students with registration numbers and names for compilation of coursework and University examination marks after marking is completed;
- (h) The number of scripts returned shall tally with the number of scripts taken in (e) above accompanied by a mark sheet with coursework and theory examination marks;
- (i) The course lecturer shall sign in the record book on submission of marks to the Head of Department;
- (j) The Dean of the Faculty/School shall be the final supervisor of this process.

50. Nomination and Appointment of Internal Examiners.

- (1) Every examination for a degree, diploma or certificate of the University where taken at one time or in sessions shall be conducted by:
 - (a) One or where possible two Internal Examiners in each course.
 - (b) One or more External Examiner, in each course. The Head of Department shall be the Chief Internal Examiner.
- (2) Each Head of Department shall identify potential External Examiners whose names shall be considered by Departmental Board and submitted to Academic Registrar for onward approval by Senate.
- (3) Internal Examiners shall be members of the academic staff who teach and assess students in the respective course units.
- (4) All Internal Examiners shall:
 - (a) Be formally nominated by the Head of Department;
 - (b) Be confirmed by the Departmental Board and submitted to the Academic Registrar;
 - (c) Possess academic qualifications not lower than the level of the course being examined;
 - (d) Comply with the standards set out under the Kyambogo University Quality Assurance Framework.
- (5) Internal Examiners shall be responsible for:
 - (a) Preparing coursework and final examination papers;

- (b) Drafting accompanying marking guides;
- (c) Participating in departmental moderation processes;
- (d) Marking scripts in line with approved standards; and
- (e) Submitting marks and scripts to the Department Examination Coordinator within the prescribed deadlines.

51. Nomination and Appointment of External Examiners

- (1) Every programme shall have at least one External Examiner per course or programme area, appointed in accordance with University procedures and the NCHE guidelines.
- (2) External Examiners shall:
 - (a) Be nominated by the Department and approved by the Faculty Board and Senate;
 - (b) Possess academic qualifications and experience at or above the level of the programme being examined; and
 - (c) Have no conflict of interest or formal employment relationship with the University for at least three years prior to appointment.
- (3) The appointment of an External Examiner shall be for a renewable term of three (3) years and may be extended once, subject to satisfactory performance and continued eligibility.
- (4) External Examiners shall:
 - (a) Review and moderate all final examination papers;
 - (b) Advise on borderline or disputed cases during grading;
 - (c) Participate in oral defenses (where applicable);
 - (d) Provide a written report to the Academic Registrar and Senate on:
 - (i) The quality and standard of examinations and marking by the internal examiner;
 - (ii) The integrity and fairness of the examination process;
 - (iii) The curriculum coverage and academic standards observed;
 - (iv) The performance of students;
 - (v) Programme/course structure;
 - (vi) Standard of examination;
 - (vii) Standard of coursework when examined; and

- (viii) Any additional observations relevant to quality assurance.

52. Lists and Confirmation

- (1) The list of all nominated Internal and External Examiners shall be submitted to the Academic Registrar by the fifth (5th) week of the First Semester of each academic year.
- (2) The Academic Registrar shall consolidate and present the list to Senate for confirmation.
- (3) Additions or removals to the approved list shall be made with justification, and no Internal Examiner shall be withdrawn after they have accessed the examination materials unless approved by the Faculty/School/Directorate/Institute Dean/Director and Academic Registrar.

53. Verification of Student Eligibility and Instruction Compliance by Examination Staff

- (1) All personnel involved in the management, invigilation, or administration of examinations shall verify that each student has complied with the following instructions and eligibility criteria before being admitted to sit for any University examination:
 - (a) The student is duly registered for each course unit for the semester, including any retakes, in line with the credit unit requirements prescribed by Senate (minimum 18, maximum 36 credit units);
 - (b) The student has maintained satisfactory attendance (at least 75%) and completed all required coursework, tests, and class activities as per academic regulations;
 - (c) The student presents valid Registration, Examination, and University Identity cards. In the case of retakes, appropriate clearance from the Academic Registrar (for finalists) or the Dean (for continuing students) and proof of payment from the Bursar must be verified; and
 - (d) The student has satisfied all other conditions prescribed by the Examinations Regulations unless formally exempted by the Senate on recommendation from the Faculty/School Board.
- (2) Invigilators and examination administrators shall:

- (a) Cross-check identification documents and registration lists before admitting students to the examination room;
 - (b) Monitor student compliance with rules on possession of examination materials and personal items;
 - (c) Record attendance and ensure all students sign the official examination register not later than thirty (30) minutes after the commencement of the examination;
 - (d) Ensure students write their registration numbers clearly on all answer booklets and question papers and that rough work is done within and properly crossed out in the official booklets;
 - (e) Prevent unauthorized departure from the examination room and escort students leaving under special circumstances; and
 - (f) Confiscate and document any unauthorized material and report any suspected misconduct to the Academic Registrar via the Chief Invigilator or Head of Department within twenty-four (24) hours.
- (3) Any failure by invigilators or responsible academic staff to enforce these requirements shall be subject to administrative review and may attract disciplinary action in line with the University Human Resource Manual and this policy and guidelines.

54. Reasonable Accommodation for Students with Disabilities

- (1) The University, through the Disability Support Services Centre, shall ensure that students with disabilities are provided reasonable accommodations for all assessments. These may include but are not limited to extended time, assistive technologies, alternative formats, oral exams, sign language interpretation, or transcription.
- (2) Invigilators assigned to such students shall receive prior training and clear instructions on how to implement accommodations without compromising examination integrity.
- (3) The Academic Registrar, in collaboration with the Centre, shall communicate in writing to relevant staff the list of students requiring accommodations at least two weeks prior to examinations.

- (4) Any staff or invigilator who fails to implement approved accommodations shall be liable to sanctions in accordance with University policy.

55. General Security of Examinations

- (1) The University shall maintain strict and comprehensive security protocols for all examinations to ensure academic integrity and protect institutional reputation.
- (2) There shall be a Senate Examinations Committee responsible for all matters relating to examination security. The Committee shall oversee risk identification, prevention, mitigation, and incident response in collaboration with the Academic Registrar, ICT Directorate, and the Internal Audit function.
- (3) Moderated examination papers shall be submitted by the Chief Internal Examiners or their designated representatives to the Dean/Director's Office no later than the tenth (10th) week of the semester.
- (4) In the case of examinations administered by Affiliated Institutions, question papers shall be submitted to the Academic Registrar's Office at least two (2) months before the scheduled examination date.
- (5) The Dean/Director's Office shall be solely responsible for the secure type-setting, printing, packing, and sealing of all examination papers. Where type-setting involves complex diagrams or rare symbols, the Heads of Department or delegated staff shall provide direct technical support under strict confidentiality protocols.
- (6) All printed examination papers shall be secured under lock and key and monitored through an access log system maintained by the Dean/Director's Office. The distribution of examination materials shall follow a documented chain of custody.
- (7) Any suspected or actual leakage of an examination paper shall be immediately reported to the Academic Registrar, who shall initiate an investigation in coordination with the Senate Examinations Committee and other relevant authorities. Where warranted, disciplinary action shall be instituted in line with the University's Examination Regulations.
- (8) The ICT Directorate shall support the integrity of electronic processes associated with examinations, including secure transmission of question papers, use of

encryption, system access controls, and audit logs for digital moderation platforms.

- (9) All personnel involved in examination management shall be required to comply with the University's code of conduct when handling examination-related materials and maintain the confidentiality and integrity of examinations.
- (10) The University shall continuously monitor and review its examination security systems to incorporate risk management best practices, including digital forensics, vulnerability assessments, and ICT security audits.

56. Enforcement of Examination Regulations by Staff

- (1) All academic and administrative staff, invigilators, and examination monitors shall ensure full compliance with the Kyambogo University Student Examination Regulations during the administration of examinations.
- (2) Staff are specifically required to:
 - (a) Familiarize themselves with the latest version of the University Examination Regulations;
 - (b) Enforce student conduct requirements, including identity verification, exam room entry/exit protocols, prohibited item checks, and adherence to rubrics;
 - (c) Report violations of examination rules through the appropriate channels using the prescribed incident reporting forms;
 - (d) Maintain professional and ethical standards in their dealings with students during examination administration, upholding fairness and institutional integrity.
- (3) The Academic Registrar shall provide periodic briefings and training for invigilators and examination administrators on their enforcement responsibilities under these Regulations.

PART V: MARKING OF EXAMINATIONS

57. Marking of examinations

- (1) Marking is an opportunity to give students feedback on their attainment. It is used for progression and award decisions and needs to be fair, reliable and valid;

- (2) Marking by internal examiners (course lecturers) shall commence immediately after any examination paper is done;
- (3) Central marking shall be organized by the Dean and Heads of Department immediately after any the end of University examinations. All internal examiners are expected to participate in this exercise;
- (4) The duration of Central Marking shall be two weeks;
- (5) The Marking of Examinations shall be guided by academic integrity, consistency, and accountability.
- (6) All examiners (both internal and external) and Examination Coordinators shall adhere to the University's protocols and guidelines for marking examinations, ensuring that the process is conducted with the utmost quality and transparency.

58. Responsibilities of Key Officers

- (1) The roles and responsibilities of key academic officers involved in the marking process shall be clearly defined to ensure effective coordination, accountability, and procedural compliance.
- (2) The Academic Registrar shall:
 - (a) Issue university-wide timelines and procedures for centralized marking.
 - (b) Provide oversight and coordination support to Faculty/School/Institute/Directorate Deans/Directors.
 - (c) Issue written warning to students who fail a retaken course enrolled in Affiliated Institutions
- (3) The Faculty/School/Directorate/Institute Deans/Directors shall:
 - (a) Coordinate the faculty-wide centralized marking exercise.
 - (b) Designate and secure the official marking venue in consultation with the Academic Registrar.
 - (c) Issue the official marking timetable and ensure compliance across departments.
 - (d) Receive sealed examination scripts from Heads of Departments and store them securely until marking begins.
 - (e) Monitor the progress of departmental marking teams and resolve inter-departmental logistical concerns.
 - (f) Receive and store completed scripts, red mark sheets, and summary reports.

- (g) Endorse final consolidated mark sheets and submit them to the Academic Registrar for processing.
 - (h) Report cases of non-compliance, misconduct, or absenteeism to the Academic Registrar and Human Resource Directorate.
 - (i) Issue written warning to any student who fails a retaken course other than those enrolled in Affiliated Institutions.
- (4) The Head of Department (HoD) shall:
- (a) Ensure that all submitted scripts are dispatched for marking;
 - (b) Ensure that internal examiners sign attendance sheets whenever they report for marking;
 - (c) At any one time, have a record of the whereabouts of the scripts for all courses in his/her Department and shall know which scripts have been marked, are being marked and have not been marked and those returned;
 - (d) Submit an evaluation report using the given evaluation form of the exercise to the Academic Registrar 1 week after the 2 weeks of marking clearly indicating the achievements, challenges and pending work if any;
 - (e) The scripts shall not be taken out of the University for marking by any internal examiner;
 - (f) The Head of Department, assisted by Departmental Examination Co-coordinator, shall initiate the processing of transport refund accrued during central marking
 - (g) The Academic Registrar shall initiate the processing of monetarized refreshments for the period of central marking;
 - (h) Ensure timely submission of final examination scripts and approved marking schemes to the Faculty/School/Institute/Directorate Dean/Director.
 - (i) Assign internal moderators for all examination papers and ensure moderation is completed before marking begins.
 - (j) Nominate course examiners and coordinate their participation in centralized marking.
 - (k) Supervise departmental examiners at the centralized venue and ensure adherence to the marking schedule.
 - (l) Verify completed red mark sheets and departmental summaries before submission to the Faculty Registrar.

- (m) Review and sign the Marking Completion Certificate jointly with the Chief Examiner.
- (n) Report departmental-level breaches or challenges to the Dean/Directors for resolution.
- (5) The Faculty/School/Institute/Directorate Registrar shall:
 - (a) Provide logistical support, including refreshments, stationery, and attendance registers.
 - (b) Receive endorsed marksheets and prepare consolidated summaries by year of study.
- (6) The Course Lecturer / Chief Examiner shall:
 - (a) Develop, disseminate, and apply approved marking guides.
 - (b) Coordinate script handling and daily marking with other examiners.
 - (c) Submit final marksheets and a signed Marking Report to the HoD.
- (7) The Internal Moderator shall:
 - (a) Review the marking guide for fairness and curriculum alignment.
 - (b) Conduct spot checks on marked scripts and complete moderation reports.

59. Role of the External Examiner

- (1) External Examiners shall be appointed by the Senate to provide independent academic oversight and uphold the quality and credibility of examination and marking processes.
- (2) For Undergraduate Programmes, external examiners shall:
 - (a) Review moderated examination papers, model answers, and marking guides prior to administration of the examination.
 - (b) Examine a representative sample of marked scripts to verify consistency and fairness of assessment;
 - (c) Scrutinize the marking of scripts and advise on borderline cases;
 - (d) Confirm that internal marking is aligned with the marking guide and meets acceptable academic standards.
 - (e) Hold discussions with departments on the conduct of examinations and advise on curriculum issues;
 - (f) Participate in departmental examiners' meetings where final marks are being reviewed.

- (g) Submit an independent report to the Academic Registrar highlighting strengths, weaknesses, and recommendations for improving assessment quality on the matters:
 - (i) programme course structure
 - (ii) standards for coursework when examined
 - (iii) standards for examinations
 - (iv) standards of marking by the internal examiner
 - (v) students' performance
 - (vi) curriculum coverage
 - (vii) any other comment he/she may wish to make.
 - (h) Perform other such duties as the Faculty/School Board and Departments concerned may from time to time request;
 - (i) Perform any other duties related to examination standards.
- (3) For Graduate Programmes the External Examiner shall:
- (a) Review and comment on examination papers, dissertations, theses, and marking criteria before they are administered or defended.
 - (b) Double-mark or independently assess dissertations and theses, particularly in Master's and PhD programmes.
 - (c) Participate in oral examinations (viva voce) as part of thesis defense panels.
 - (d) Advise on the fairness, rigor, and academic currency of research and examination outcomes.
 - (e) Submit a formal report to the Directorate of Research and Graduate Training and Academic Registrar evaluating the quality of student work, marking consistency, and overall academic rigor.
- (4) As part of their General Responsibilities, the External Examiner shall:
- (a) Maintain objectivity, confidentiality, and professional ethics in executing all duties.
 - (b) Highlight cases of academic concern or procedural irregularities to the Dean/Director or Academic Registrar immediately.
 - (c) Recommend improvements in curriculum delivery, assessment practices, and moderation protocols where applicable.

- (5) External Examiners shall operate in an advisory capacity and shall not substitute internal academic governance. However, their recommendations must be given due consideration in Faculty/School/Institute and Senate deliberations.

60. Marking Standards and Documentation

- (1) All examiners must use approved marking guides aligned to moderated exam questions.
- (2) Senate may where appropriate encourage double marking or team marking, especially for dissertations and borderline cases.
- (3) Examiners must complete and submit a Marking Report, including a record of marked scripts, dissertations and theses, particularly in Master's and PhD programmes and marking anomalies, if any.
- (4) Marksheets must be filled accurately, reflecting both coursework and examination scores. The Academic Registrar in consultation with Faculty/School Deans and Heads of Department shall be responsible for designing and provision of the marksheets with detailed information to be captured.

61. Ethical Conduct in Marking

- (1) Examiners must not mark scripts of students to whom they are closely related or where a conflict of interest exists.
- (2) All scripts must be handled confidentially, with proper custody before, during, and after marking.
- (3) Scripts must not leave the gazetted marking venue except under authorized conditions.

62. Centralized Marking Protocol

- (1) All end-of-semester examinations shall be marked under a centralized marking arrangement at a designated venue approved by the Academic Registrar.
- (2) The University Senate shall enforce centralized marking to promote transparency, teamwork, and efficiency in the marking process.
- (3) Examiners shall report to the marking venue in accordance with the official marking timetable issued by the Academic Registrar.
- (4) All marking shall be completed within the timeframes established in the University Almanac.

PART VI: PROCESSING, VERIFICATION, AND RELEASE OF RESULTS.

The processing and release of examination results shall be conducted with transparency, procedural rigor, and quality assurance. The following provisions shall govern this process:

63. Submission and Compilation of Marks

- (1) The Course lecturers shall compile and submit coursework and end-of-semester examination marks using standardized University mark sheets in line with timelines issued in the University Almanac.
- (2) The Heads of Department shall designate Examination Coordinators responsible for:
 - (a) Returning marked coursework scripts to students before commencement of University theory examinations;
 - (b) Availing coursework and examination sheets per course/programme;
 - (c) Assisting course lecturer to capture coursework into the approved Electronic Results Management System in use at the moment;
 - (d) Capturing and storing coursework marks properly;
 - (e) Assisting the course lecturer to capture final marks into the approved systems (e.g., ACIMS);
 - (f) Preliminary cross-verification of marks;
 - (g) Maintenance of submission records and reporting discrepancies to the Academic Registrar.
- (3) The Head of Department shall avail mark sheets with names, student and registration numbers of students and attendance registers signed during examinations to departmental examination coordinators who shall pass them on to course lecturers. Where the electronic system is used, assist course lecturers to ensure course works and examination marks are securely captured for processing;
- (4) The course lecturer shall ensure that;
 - (a) Marked scripts tally with what is on the attendance list/register signed by students during examinations;
 - (b) Marks for theory examinations are added to coursework marks and the correct percentages of final marks worked out;

- (c) Fully signed mark sheets are submitted to Departmental Examination Coordinators 2 weeks after the end of marking period or 4 weeks after the end of semester examinations;
- (d) Self-enter/captured the marks of the course taught into the Electronic Result Management System in use;
- (5) All Academic staff members are expected to submit marks in a timely manner, adhering to the deadlines set by the University.
- (6) All academic staff must exercise due diligence, care, and professional responsibility when recording and submitting marks. Negligence, error, or omission in grade entry that compromises academic records shall be subject to disciplinary review.
- (7) The Departmental Examination Coordinator shall;
 - (a) Receive mark sheets with final marks from the course lecturer in hard copies and soft copies;
 - (b) Ensure timely submission of results by course lecturers;
 - (c) Work on spreadsheets for results of the department for presentation to the Board with Administrative Assistant;
 - (d) Investigate missing examination marks/results;
 - (e) Be secretariat of and therefore assist the Head of Department to organize Departmental Board Meetings along with the Administrative Assistant;
 - (f) Answer students queries;
 - (g) Submit departmental results on spreadsheets to the Faculty Examination Coordinators;
- (8) Where submission delays exceeding seven (7) calendar days are anticipated, the affected staff shall notify the Head of Department in writing, who shall consult with the Faculty/School/Institute/Directorate Dean/Director and Academic Registrar to determine appropriate remedial steps.

64. Approval by Departmental and Faculty Boards

- (1) Departmental Boards shall vet results presented by Course Coordinators, confirm due performance of students and eligibility for progression or award, and review internal examiner/moderator/external examiner reports.

- (2) Faculty/School/Institute Boards shall approve provisional results, withhold results under investigation for malpractice, and submit approved records to the Academic Registrar.

65. Secure Transmission and Archiving of Results

- (1) Final approved results shall be entered, transmitted, and archived exclusively through secure University academic systems with audit trails.
- (2) All digital entries must be traceable to individual named users. The Use of shared login credentials proxy submissions are strictly prohibited.
- (3) Signed hardcopy results and examiner reports shall be archived in both digital and physical formats in compliance with the University's Records Management and Data Protection Policies.
- (4) The ICT Directorate shall provide technical support for examination systems but shall not alter, edit, delete, or replace academic data under any circumstances. ICT functions related to examination management shall be executed under the supervision of the Academic Registrar.

66. Release and Publication of Results

- (1) The Head of Department and Departmental Examination Coordinators shall arrange for a departmental Meeting to resent examination results.
- (2) The Faculty/School/Institute/Directorate Dean/Director may be present at a Departmental Meeting that discusses examination results
- (3) Preliminary results shall be released and published at Departmental four (4) weeks after end of semester examination. The examination results shall in in form of lists that clearly indicates that the results are strictly preliminary. The results shall be displayed in the Department concerned, on students' portals and Kyambogo University website;
- (4) Provisional results shall be released at Faculty/School/Institute levels eight (8) weeks after end of examination but must be clearly marked as such until Senate confirmation. The names of successful candidates shall be published in a separate progress/pass list and arranged in alphabetical order. Where the students are grouped in classes, in each group, the names shall be in alphabetical order;

- (5) The Departmental Examination Coordinators shall answer students queries/investigate missing marks along with Administrative Assistants;
- (6) The Deans office shall receive results and recommendations of the Departmental Board Meetings;
- (7) The Faculty Examination Coordinators together with the Faculty Administrative Assistants shall compile results from Departments in spreadsheets and organize a Faculty/School Board Meetings to discuss examination results;
- (8) The Faculty/School/Institute shall display provisional examination results two months (8 weeks) on notice boards and into student portals after the end of semester examinations;
- (9) The Faculty Examination Coordinator assisted by Administrative Assistant shall clean up the examination results for presentation to Senate Committees;
- (10) The Chairpersons, Senate Committees shall present the examination results to Senate for final approval;
- (11) ITCSP marks shall be submitted one month after the end of the ITCSP activity by ITCSP coordinator.
- (12) All published results shall indicate status (e.g., "Provisional", "Final", "Withheld") and must be communicated through officially designated platforms.
- (13) The Academic Registrar shall release results upon final approval by the University Senate.

67. Error Rectification Procedures

- (1) Students may report suspected clerical or administrative errors in published results within fourteen (14) calendar days from the date of official release.
- (2) Such notifications shall be submitted in writing through the Head of Department and Faculty/School/Institute Dean/Director, and must include clear justification and supporting evidence.
- (3) Departments shall investigate and respond to reported errors within seven (7) calendar days, and forward all verified corrections to the Academic Registrar for processing.
- (4) All corrections of errors in submitted marks must be:
 - (a) Documented and signed by the original examiner;

- (b) Endorsed by the Head of Department and Faculty/School/Institute/Directorate Dean/Director; and
- (c) Reported to the Directorate of Quality Assurance for audit purposes.

68. Verification and Quality Assurance Review

- (1) All results shall undergo mandatory internal verification at the Departmental and Faculty/School/Institute/Directorate levels through formally convened Departmental Board of Examiners.
- (2) In case of anomalies or grading inconsistencies:
 - (a) Examination results shall be returned to the respective departments for clarification or re-marking.
 - (b) Examination results shall be reviewed by the Faculty Board only after internal verification and quality assurance oversight.
- (3) The Directorate of Quality Assurance shall provide independent oversight of the examination results processing cycle to ensure academic integrity, consistency, and compliance. In fulfillment of this mandate, the Directorate shall:
 - (a) Conduct periodic and random audits of marked scripts to verify accuracy, consistency, and adherence to approved grading schemes;
 - (b) Review all moderation records, examiner reports, and rubric applications to ensure alignment with Senate-approved academic standards and assessment procedures;
 - (c) Verify that internal verification processes are systematically conducted at both the Departmental and Faculty/School/Institute/Directorate levels, and that such processes meet the quality thresholds set by the University;
 - (d) Monitor overall compliance with examination management procedures, including the timely submission of moderation forms, complete documentation of examiner feedback, and adherence to marking and grading protocols; and
 - (e) Submit quality assurance compliance reports to the Academic Registrar and Senate Examinations Committee for consideration and action.

69. Timelines, Monitoring, and Sanctions

- (1) All results must be processed and submitted according to University Almanac deadlines.

- (2) Fully signed marksheets are submitted to departmental examination coordinators two weeks after the end of the marking period or 4 weeks after the end of semester examinations.
- (3) The course lecturer shall ensure that he/she self-enter/capture the marks of the course taught into the electronic results management system in use.
- (4) Delays or procedural breaches shall attract sanctions under the applicable University policies.
- (5) Any unauthorized manipulation, delay, or obstruction in the processing of results shall result in disciplinary action and, where applicable, criminal prosecution under the laws of Uganda like the Penal Code Act, Cap 128, the Data Protection and Privacy Act, Cap 97, and the Computer Misuse Act, Cap 96.

70. Continuity and Integrity in Examination Delivery

- (1) No examination-related service provider (including part-time academic staff) shall withhold, delay, or compromise the submission of examination papers, scripts, coursework, marksheets, or any examination-related materials due to pending payments or financial grievances.
- (2) Any such action shall be treated as gross misconduct and a violation of professional ethics and institutional obligations, subject to immediate administrative and disciplinary action.
- (3) The Academic Registrar, in consultation with Deans/Directors and Heads of Departments, shall establish contingency procedures to ensure the timely recovery and submission of any examination materials withheld or delayed.
- (4) The University shall ensure that contracts for part-time staff engaged in examinations explicitly prohibit withholding of examination materials and include a standard clause mandating timely compliance irrespective of payment schedules.
- (5) Payment delays or grievances by part-time staff shall be addressed through designated administrative channels. Staff shall not use examination materials as leverage for resolution.

71. Unauthorized Alteration of Results: Prevention and Accountability

- (1) The sole responsibility for the submission and recording of marks lies with the officially appointed Course Lecturer or designated Internal Examiner.

- (2) Delegation of this responsibility is strictly prohibited, except under written approval by the Faculty/School/Institute/Directorate Dean/Director and the Academic Registrar in exceptional cases, such as staff illness or absence.
- (3) The ICT Directorate shall not participate in the input, editing, or manipulation of academic grades. All academic systems must incorporate:
 - (a) Role-based access control;
 - (b) Time-stamped audit logs for all grade entries;
 - (c) Dual-verification mechanisms for post-submission edits;
 - (d) System alerts for irregular access or activity.
- (4) Any suspected case of result tampering must be reported immediately to the Academic Registrar.
- (5) Whistleblowers who report suspected alterations shall be protected from retaliation under the Whistleblower Policy. Any attempt to threaten or intimidate a whistleblower shall constitute gross misconduct.
- (6) As a mandatory integrity requirement, each Course Lecturer shall sign a Declaration of Authenticity prior to result submission, stating:

"I, the undersigned, declare that the marks submitted for [Course Code and Title] were compiled by me and have not been altered or delegated to unauthorized persons. I affirm that the assessment process complied with university guidelines."

Signed: _____
Course: Lecturer/Examiner
Date: _____

72. Management of Retakes by Academic Staff

- (1) The Course Lecturer, in coordination with the Head of Department and Dean/Director, shall be responsible for managing the academic processes of all students retaking courses. This includes ensuring the student meets the eligibility requirements and fulfills the academic obligations for each course being retaken.
- (2) The Head of Department shall ensure that a student retaking a course has:
 - (a) Formally registered for the course within the designated registration period;
 - (b) Attended all scheduled lectures, tutorials, practicals, and other academic sessions;

- (c) Completed all coursework, assignments, and continuous assessments afresh;
 - (d) Provided clearance from the Academic Registrar (for finalists) or Faculty/School Dean (for continuing students), supported by proof of payment for retake fees.
- (3) The Course Lecturer shall verify that all retaking students:
 - (a) Appear on the official retake list issued by the Academic Registrar;
 - (b) Have submitted required coursework;
 - (c) Have fulfilled class attendance requirements;
 - (d) Are correctly entered in the academic management system with “RT” reflected against the course for transcript recording purposes.
 - (4) The Head of Department shall ensure that no continuing student is allowed to retake more than three (3) courses in addition to their normal semester load.
 - (5) The Head of Department in liaison with the Course lecturer shall monitor student course loads and ensure compliance before exam admission.
 - (6) No student shall be allowed to register for more than three (3) retake courses in addition to their normal course load per semester.
 - (7) A Course Lecturer shall report students who repeatedly fail the same course for intervention by the Faculty/School/Institute/Directorate Dean/Director. Where a student fails a retake more than once, their eligibility to continue shall be determined under discontinuation regulations in the Students Examination Regulations.

73. Performance Tracking and Sanctions

- (1) The Course Lecturer shall flag cases where a student has failed the same retaken course more than once and report this to the Dean/Director and Faculty/School/Institute/Directorate Board;
- (2) The Dean/Director shall issue a formal warning to any student who fails a course twice;
- (3) The Academic Registrar shall initiate discontinuation procedures for any student who fails a retake on the third attempt without qualifying for a compensatory pass.

74. Documentation and Reporting

- (1) All retake-related records, including attendance, coursework, and performance reports, shall be submitted by the Course Lecturer to the Departmental Examination Coordinator and retained for quality assurance audits;
- (2) Departments shall include retake summaries in their semester examination reports to the Faculty/School/Institute/Directorate Board and Senate Examinations Committee.

75. Missed Examinations and Deferred Assessments

- (1) A student who misses a scheduled examination due to documented and approved unavoidable circumstances such as illness, bereavement, or fee-related challenges shall be allowed to sit the missed examination when next offered.
- (2) A student who provides credible reason for failure to complete coursework assessment or to attend an examination may be permitted to sit the **Deferred Assessments** when the course is next offered, provided that:
 - (a) The absence was not due to academic failure;
 - (b) The student submitted valid justification supported by certified documentation (e.g., medical reports, death certificates, or financial clearance statements);
 - (c) The application was submitted within the prescribed timelines as issued by the Academic Registrar. The application and supporting documents pertaining to absence must be presented as soon as the student is able, having regard to the circumstances underlying the absence but not later than the beginning of the semester in which the examination is scheduled. Adequate evidence documentation shall be provided to substantiate the absence.
- (3) Deferred assessments shall:
 - (a) *Not* be marked as "RT" (Retake) on the student's academic transcript;
 - (b) Be subject to payment of a fee equivalent to the standard retake fee, unless waived by the University under special circumstances.
- (4) The approval and documentation of all deferred assessment requests shall be reviewed by the Faculty/School/Institute/Directorate Dean/Director and approved by the Academic Registrar.

- (5) Records for all cases of missed examinations or deferred assessment must be retained by the Faculty/School/Institute/Directorate Dean/Director for audit by the Quality Assurance Directorate.
- (6) Absence from examinations:
 - (a) If the Faculty/School/Institute is satisfied that a student has no justifiable reason for having been absent from a particular examination, such a student shall receive a fail (F) Grade for the Course(s) he/she had not sat the examination in. The Course(s) in which the Fail (F) Grade was/were awarded shall also count in the calculation of the CGPA.
 - (b) If the Faculty/School/Institute is satisfied that a student was absent from coursework assessment and or a final examination due to justifiable reason(s) such as sickness or loss of a parent/guardian, then a Course Grade of ABS shall be assigned to that Course(s).

76. Academic Progression

- (1) A student shall be deemed to have made *Normal Progress* if they pass all courses registered for in a semester.
- (2) A student shall be placed on *Academic Probation* if they fail one or more courses but attain a semester GPA of 2.0 or higher. Such a student may progress but must retake the failed course(s) when next offered.
- (3) A student who fails more than 50% of their registered courses in a given semester shall *repeat the academic year* and shall not progress until all outstanding courses are passed.
- (4) The Head of Department and Faculty/School/Institute/Directorate Dean/Director shall ensure that:
 - (a) Probation and repeat cases are flagged and documented;
 - (b) The student is notified in writing by the Academic Registrar's office; and
 - (c) Support is offered through departmental academic advising mechanisms.

77. Discontinuation and Academic Exit Provisions

- (1) A student shall be discontinued from the University under any of the following conditions:
 - (a) Fails the same retake course twice without qualifying for a compensatory pass;

- (b) Accumulates *three consecutive academic probations* based on a CGPA below 2.00;
- (c) Overstays in a programme beyond the allowable maximum duration:
 - (i) 3 years for 1-year certificate programmes;
 - (ii) 4 years for 2-year diploma programmes;
 - (iii) 5 years for 3-year degree programmes;
 - (iv) 6 years for 4-year degree programmes;
 - (v) Fails all registered course units in a single semester.
- (2) A discontinued student shall:
 - (a) Be issued a *partial transcript* indicating completed academic work;
 - (b) Be formally notified by the Academic Registrar in writing;
 - (c) Be removed from the register of active students, and records archived.

78. Withdrawal, Deregistration, and Examination Cancellation

- (1) A student may *withdraw* from the programme only with prior approval of the Academic Registrar, and must:
 - (a) Submit a withdrawal request through the Dean/Director and Head of Department;
 - (b) Complete at least one semester in the current academic year;
 - (c) Return through written request to the Academic Registrar before re-enrolment.
- (2) A student shall be *deregistered* if they abscond for one or more semesters without approval. Such students shall only be entitled to academic records of courses completed prior to deregistration.
- (3) Senate may cancel all results and examination papers for a programme if it is proven that examination regulations were violated, including prior access to questions or systemic academic fraud.

PART VII: AWARD, CLASSIFICATION, AND SPECIAL ACADEMIC RECOGNITIONS

79. Award of Degrees, Diplomas, and Certificates

- (1) The students who shall have satisfied their examiners and qualify for graduation shall be eligible for the award of a degree, diploma, or certificate of Kyambogo University only upon successful completion of the minimum graduation

requirements as approved by Senate and documented in the respective programme curricula.

- (2) The minimum academic duration for each award shall be as follows:
 - (a) Bachelor's Degree – not less than three (3) or four (4) or five (5) academic years as defined by the programme structure;
 - (b) Diploma – not less than two (2) academic years;
 - (c) Certificate – not less than one (1) academic year;
 - (d) Postgraduate Certificate – one semester;
 - (e) Postgraduate Diploma – one academic year.
- (3) A student who transfers from another recognized institution may be eligible for a Kyambogo University award if:
 - (a) They meet the admission requirements applicable to the academic programme applied for in the year of intended entry;
 - (b) They complete at least two (2) academic years of study at Kyambogo University (for undergraduate and diploma awards).
 - (c) Must obtain and submit an official academic Transcript (s) Certificate from a recognized University/institution of Higher learning in which he/she was previously enrolled indicating his/her academic status, the courses offered/taken, the credit units completed and the grades obtained in each course.
 - (d) Must have obtained the equivalent of Cumulative Grade Point Average of at least 3.0
 - (e) Will be permitted to transfer to Kyambogo University the University Credits earned but the maximum of Credits should not exceeding 60% of the minimum graduation load of the academic programme applied for.
 - (f) If permitted to transfer she/he should not be allowed to transfer the equivalent of credit units in a course in which she/he obtained a Grade point which was lower than 2.0
 - (g) An application must be accompanied by recommendations from the Institution or Authority she/he is transferring from.
- (4) The effective date of the award shall be the date of Senate approval of the final results.

- (5) The conferment of the award shall be under the Seal of the University and signed by the Vice-Chancellor and Academic Registrar, following Senate approval.

80. Classification of Awards

- (1) The degree, diploma and certificate of the University shall be classified as provided in the Kyambogo University Regulations. Each course shall be graded out of a maximum of one hundred (100) marks and assigned appropriate letter grade points as follows:

Mark	Letter Grade	Grade Point
80-100	A	5.0
75-79.9	B+	4.5
70-74.9	B	4.0
65-69.9	B-	3.5
60-64.9	C+	3.0
55-59.9	C	2.5
50-54.9	C-	2.0
45-49.9	D+	1.5
40-44.9	D	1.0
35-39.9	D-	0.5
Below 35	E	0

- (2) For purposes of classification of Degrees, Diplomas and Certificates (where applicable), the Cumulative Grade Point Average (CGPA) for various classes shall be as indicated below:

(a) Bachelor's Degrees shall be classified as follows:

- (i) First Class with Honours: CGPA of 4.40 – 5.00
- (ii) Second Class Honours (Upper Division): CGPA of 3.60 – 4.39
- (iii) Second Class Honours (Lower Division): CGPA of 2.80 – 3.59
- (iv) Pass: CGPA of 2.00 – 2.79
- (v) Fail: CGPA below 2.00

(b) Diplomas shall be classified as:

- (i) First Class: CGPA of 4.40 – 5.00

- (ii) Second Class (Upper Division): CGPA of 3.60 – 4.39
- (iii) Second Class (Lower Division): CGPA of 2.80 – 3.59
- (iv) Pass: CGPA of 2.00 – 2.79
- (v) Fail: CGPA below 2.00

(c) Certificates shall be graded as:

- (i) Distinction: CGPA of 4.40 – 5.00
- (ii) Credit: CGPA of 2.80 – 4.39
- (iii) Pass: CGPA of 2.00 – 2.79

- (3) A student who qualifies for a degree, diploma, or certificate by way of retaking one or more courses shall still be eligible for classification, except that no award shall indicate distinction if any course was retaken.

81. Calculation of the Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average at a given time shall be obtained by:

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

82. Aegrotat Awards

- (1) An *aegrotat degree or diploma* may be awarded by the Senate upon application by a student who, due to documented medical incapacity, is unable to complete final assessments, provided the following conditions are met:
 - (a) The student has successfully completed all required coursework and a substantial portion of the final semester examinations;
 - (b) The student applies in writing to the Academic Registrar within one (1) month of the examination period;
 - (c) The application is accompanied by:
 - (i) A certified medical report from the University Health Officer or a registered medical practitioner;

- (ii) A recommendation from at least one course lecturer and Head of Department.
- (2) Specific completion thresholds shall apply as follows:
 - (a) **Two-year programmes:** Completion of at least three (3) semesters and half of the fourth;
 - (b) **Three-year programmes:** Completion of at least five (5) semesters and half of the sixth;
 - (c) **Four-year programmes:** Completion of at least seven (7) semesters and half of the eighth;
 - (d) **Diplomas with split finals:** Completion of Part I and more than half of Part II.
- (3) The decision to award an aegrotat degree or diploma shall be made only if both Internal and External Examiners confirm that the student's performance in the completed assessments meets the minimum standard required for an award.
- (4) An aegrotat award shall not:
 - (a) be classified or graded;
 - (b) Confer eligibility for admission to a higher academic qualification;
 - (c) Be repeated or re-examined for purposes of improving the result;
- (5) Shall be recorded distinctly on the academic transcript as "Aegrotat Degree" or "Aegrotat Diploma".

83. Appeal Mechanism

- (1) Students shall have the right to appeal against:
 - (a) Examination results;
 - (b) Class of award (degree, diploma, or certificate);
 - (c) Approved discontinuation from the University.
- (2) All appeals shall be submitted in writing to the Academic Registrar within one (1) month from the date of publication or approval of results by Senate.
- (3) Appeals shall follow the following procedures:
 - (a) Appeals against discontinuation must be supported by justifiable academic or personal documentation (e.g., illness, procedural irregularity, miscalculation);

- (b) Requests for re-marking must clearly specify the affected course(s), and shall be processed upon payment of the re-marking fee set by the University. The candidate shall make their requests in writing clearly specifying the grounds upon which the appeal is being made including, but not limited to the following:
 - (i) Miscomputation of marks.
 - (ii) Bias on the part of the Lecturer.
 - (iii) Marks generally out of step with one's overall performance;
- (c) The Senate Science Committee or Senate Humanities Committee, as applicable shall communicate its decision to the affected student within a period of 14 days of its deliberations. The new mark awarded after remarking shall be approved by the Dean on behalf of the Faculty/School/Institute Board;
- (d) Appeals against class of award must be supported by academic performance records, moderation reports, and grading rubrics.
- (4) (All appeals shall be submitted through the Academic Registrar and reviewed by the Senate Examinations Committee, which shall prepare a report and recommendation for submission to Senate.
- (5) The University Senate, as the supreme academic authority under the Universities and Other Tertiary Institutions Act, shall make the final decision on all academic appeals.
- (6) In case a student is dissatisfied by the decision of Senate, he/she may have a right to apply for review in accordance with the review guidelines outlined in the Student Examination Regulations.

PART VIII: SANCTIONS AND ACCOUNTABILITY FOR NON-COMPLIANCE

84. Purpose and Scope

- (1) This section provides for sanctions applicable to staff involved in the management of examinations and processing of results who breach their duties, timelines, or professional obligations as prescribed in this Policy and Guidelines.
- (2) The aim is to ensure academic integrity, institutional accountability, and compliance with the timelines and quality standards approved by the University Senate and Council.

- (3) This part applies to all academic and administrative staff involved in teaching, invigilation, moderation, marking, verification, and results handling.

85. General Principles

- (1) Sanctions shall be guided by the principles of fairness, due process, and proportionality, and shall be administered in accordance with the Kyambogo University Human Resource Manual and applicable University Disciplinary Procedures.
- (2) In cases of gross misconduct, such as unauthorized alteration of marks, leakage of examination papers, impersonation facilitation, or destruction of academic records, disciplinary action shall include suspension, termination, and referral for criminal prosecution under Ugandan law.

86. Sanctionable offences and penalties

- (1) The sanctions and offences outlined below provide a solid foundation for maintaining the integrity of the examination process. By ensuring consistency, providing training and awareness programs, and regularly reviewing and updating the sanctions, the University can promote a culture of accountability and responsibility among staff members.

S/ No	Offence	Description	Primary Sanction	Sanction
1	Failure to submit examination questions within deadlines	Unjustified delay in submitting moderated and approved examination papers	a) Formal warning b) written explanation to HoD	a) Referral to Dean/Director and Academic Registrar for disciplinary action b) Replacement on invigilation/marking roster

2	Failure to administer coursework or submit marks on time	Inconsistent coursework administration; delayed mark submission	a) Caution from HoD; b) Temporary suspension from examination duties	a) Escalation to Dean/Director and Academic Registrar for action
3	Abandonment or negligence during invigilation	Leaving examination venue unattended; failure to perform invigilation duties	Immediate removal from invigilation list	a) Disciplinary referral b) Suspension from future examination roles
4	Late submission and falsification of marks	Delay or manipulation of academic scores	Disqualification from examining duties	(a) Audit of past submissions; and (b) Academic Registrar and Senate Examination Committee review
5	Unauthorized editing, or uploading of marks	Inputting marks into systems without clearance or manipulating grades	Suspension of system access	(a) Investigation; (b) ICT and Human Resource disciplinary action

6	Tampering with physical scripts or mark sheets	Alteration, loss or destruction of original scripts or results	Suspension pending investigation	Prosecution for gross misconduct
7	Failure to report examination malpractice within 48 hours	Omission or intentional delay in reporting malpractice incidents	a) Written reprimand; b) Disqualification from future duties	Reporting to Senate Examination Committee
8	Persistent failure in role as Chief Internal Examiner or Coordinator	Negligence in fulfilling responsibilities under this Policy	Internal review and monitoring	a) Replacement by Faculty Board; b) Human Resource sanctions if persistent.
9	Breach of confidentiality in handling examination materials	Unauthorized disclosure or access to examination materials	Immediate suspension from examination roles	Disciplinary hearing; potential termination
10	Non-compliance with accommodation procedures for students with disabilities	Failure to provide or facilitate approved accommodations	Formal warning and training referral	Repeat offences referred to Senate Examination Committee and Human Resource

- (2) For the purpose of this policy and guidelines, **Academic Risk** shall refer to any condition, action, omission, or event that has the potential to compromise the integrity, fairness, accuracy, or credibility of academic processes, including examinations, grading, certification, and academic progression. This includes, but is not limited to, examination malpractice, poor assessment design, breaches in data or records management, systemic marking delays, inconsistent application of academic policies, failure to accommodate students with disabilities, and ICT-related vulnerabilities in examination systems.

87. Training and Awareness

- (1) The University shall conduct regular training sessions for all staff involved in examinations and results processing to ensure awareness of their responsibilities and the potential consequences of misconduct.
- (2) Orientation shall be mandatory for newly appointed staff undertaking invigilation, moderation, or marking roles.

PART IX: GENERAL CLAUSES

88. Amendment

- (1) These Kyambogo University Policy and Guidelines on the Management and Processing of Results may be amended from time to time to:
- (a) Align with evolving National laws.
 - (b) International Conventions that Uganda has ratified.
 - (c) Reflect National Council for Higher Education (NCHE) requirements.
 - (d) Incorporate changes in the University policy.
 - (e) Adopt a generally acceptable University practice.
- (2) Consideration will be given to whether any proposed change should apply to all students or a specific cohort, and students will normally be informed of the change, depending on its nature.

89. Review

This Policy and Guidelines may be reviewed initially after three years or earlier where necessary and thereafter every five years from the date of approval by the University Council. The Academic Registrar or any other stakeholder shall initiate the review of the policy.

90. Interpretation

The University Secretary shall have the power to give interpretation or guidance on any matter, paragraph, clause or terminology in this policy and guidelines.

91. Monitoring and Evaluation

- (1) The Directorate Quality Assurance shall in collaboration with the Academic Registrar monitor enforcement and effectiveness of this Policy and Guidelines and submit annual reports to Senate.
- (2) The Directorate of Quality Assurance and the Academic Registrar shall use the findings from monitoring and evaluation exercise to ensure mitigation measures against institutional risk related to academic integrity are taken.

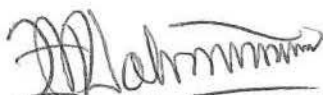
92. Waiver of Regulations

- (1) The Senate shall have the power to waive any section of these guidelines on exceptional grounds.
- (2) In cases of urgency, the Vice Chancellor may exercise interim authority to waive any provision, subject to ratification by Senate at its next sitting.

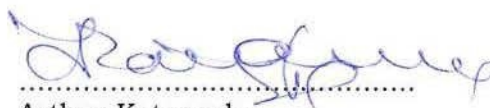
93. Commencement Date

The commencement date shall be the date of approval by the University Council.

This document of the Policy and Guidelines on the Management of Examinations and Processing Results was approved during the 114th Meeting of Council held on the 19th day of December, 2025.



Assoc. Prof. Fred Wabwire Mangen
CHAIRPERSON UNIVERSITY COUNCIL



Arthur Katongole
UNIVERSITY SECRETARY

