



JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

COMMON EXAMINATION REGULATIONS (1ST REVISION)

1. REQUIREMENTS TO BE CREDITED WITH A UNIT

In order to be credited with a unit, subject or course, a candidate shall have:

- (a) Enrolled in accordance with the Faculty/Institute/School enrolment regulations.
- (b) Attended classes and other courses of instruction to the satisfaction of Senate.
- (c) Completed to the satisfaction of the examiners and Senate such oral, practical, written or other tests or assignments as have been prescribed for completion during the course.
- (d) Completed to the satisfaction of the examiners and in accordance with those regulations any final examination prescribed by Senate.

Note: Candidates shall be informed by each department of the specific requirements for courses in the department and the extent to which the year's work shall be taken into consideration in assessing the final results. No candidate shall be permitted to sit the final examination unless he/she has complied with the requirements set out in this regulation.

2. EXAMINABLE ASSIGNMENTS (COURSE WORK) OTHER THAN THE FINAL EXAMINATION

- (a) The candidate shall ascertain the nature of the requirements for each paper, unit, or course from the Faculty/Institute/School concerned.

- (b) The candidate shall meet the deadline(s) set for assignment(s).
- (c) Unacknowledged copying or plagiarism in completing this work shall be treated as an examination offence.

In this context work other than final examination includes, Continuous Assessment Tests (CATs), term papers, theses, projects and project reports, practical attachments and any other form of academic assessment approved by the university Senate.

3. EXAMINATIONS TIMETABLE

- (a) The examinations shall be held at the times specified in the timetable for each semester.
- (b) Misreading of the examination timetable shall not be an admissible cause for missing an examination.

4. EXAMINATIONS VENUE

- (a) Candidates shall sit their examinations at such centers/venues as specified by Senate from time to time in the examination timetables.
- (b) Candidates shall be admitted into the examination room at least fifteen minutes before the examination starts, and shall not turn over the examination paper(s) until the invigilator announces so.
- (c) It shall *be* the duty of each candidate to ascertain the time and the venue specified for examination and present himself or herself for such examinations.
- (d) A candidate who is physically or medically challenged, shall, subject to the approval of Senate, be examined under conditions taking account of his/her particular challenge(s).
- (e) Smoking shall not be allowed in the examination venue.
- (f) Willful disruption of examinations by any candidate shall constitute an examination offence. Such disruption may include the disarrangement of furniture in the examination venue.

5. CONDUCTING OF EXAMINATIONS

- (a) The examinations shall comprise such written, oral and practical examinations as the examiners may determine.
- (b) In respect of any examination, no candidate shall be allowed to enter or leave the examination room thirty minutes after the commencement or thirty minutes before the end of the duration set for the writing of that examination, provided that a candidate permitted to leave the room hands over his/her script to the invigilator before leaving.
- (c) Invigilators shall have powers to confiscate any unauthorized material or aid brought to the examination room, and to expel from the examination room any candidate(s) who create(s) any disturbance(s).

6. CONDUCT OF THE CANDIDATE

- (a) A candidate may be allowed to bring into the examination venue such electronic gadgets as may be specified by the examiner.

Gadgets thus specified shall:

- (i) Be electronic, truly portable, self-powered, noiseless and non-programmable.
 - (ii) Be devoid of audible alarms and operation manuals.
- (b) The use of mobile phones, MP3 players, iPods, Blue Tooth facilities, and such other related gadgets shall not be allowed in the examination room.
- (c) No candidate shall, whatsoever, communicate with another candidate in the examination room.
- (d) Candidates shall be required to be in possession of a personal, valid examination card, devoid of any unauthorized writings, and which shall be displayed prominently for scrutiny by the invigilator(s). In addition, candidates shall display a valid student's identification card.
- (e) The Chief Invigilator shall announce when the candidates should start and stop writing and the time allowed for the paper.
- (f) Candidates shall read and abide by the instructions on the front page of the answer booklets.

- (g) On turning over the question paper, candidates must check to ensure they are in the possession of the right question paper and any other material as authorized.
- (h) No candidate shall continue writing after the invigilator has announced the expiration of the time specified for the writing of the examination.
- (i) In no circumstances shall any time, over and above the time allotted to any paper, be allowed to any candidate for reading over his/her script(s) or making any amendment or addition to the script(s).
- (j) No candidate shall be allowed into the examination room if he/she is deemed to be under the influence of alcohol or substance abuse.
- (k) Candidates seeking to be exempted from examinations on medical grounds must seek authorization from the university Chief Medical Officer ahead of the examination(s) in questions. Cases occurring during the sitting of an examinations shall be referred to the Chief Medical Officer. Cases of sickness shall not be considered in retrospect.

7. EXAMINATION MATERIAL

No candidate shall bring to an examination any written or printed material except by direction of the examiner provided, however, that:

- (a) (i) Where an examination is designated “Open Book” candidates may take into the examination room any written or printed material including books, Acts, etc and there shall be no check on items taken into the examination room. However, no material taken into the examination room may be attached to the examination script and submitted for marking as part of the examination. The designation “Open Book” must be approved by Senate.
- (ii) In cases where an examination is designated “Restricted Book”, candidates shall take into the examination room only materials specified by the examiner, and that material shall not be annotated, written or typed upon or otherwise marked. Where an examination is designated “Restricted Book – May be written upon”, candidates shall take into the examination room only material specified by the examiner: and that material annotated, written or typed upon or otherwise marked in a relevant or contextual manner. However, no (pre-prepared) material taken into the examination room may be attached to the examination script and submitted for marking as part of that examination. The designation “Restricted Book” must be approved by Senate.

- (iii) All books, papers and instruments not approved for use in the examination, and personal belongings brought to the examination (venue) must be left in such part of the room as the invigilator shall direct. All papers used during the examination must be handed to the invigilator before the candidate leaves the examination room.
- (iv) Where material is permitted under items (i) and (ii) above, the internal examiner(s) shall be required to be present at the commencement of the examination to check the material brought into the examination room.
- (b) Mathematical tables and other data books shall be allowed into examination venues under conditions prescribed by the examiner(s).

8. EXAMINATION IRREGULARITY

- (a) Any complaint that a candidate has committed an examination offence shall be referred to the Examination Disciplinary Committee of Senate (to which Senate has delegated the power to deal with all matters relating to examinations irregularities). For the purposes of these regulations, an examination offence shall include any breach of any rules relating to the conduct of examinations and any dishonest practice occurring in the preparation or submission of any work, whether in the course of an examination or not, which counts towards the attainment of a pass in any unit otherwise occurring in connection with an examination.
- (b) The Examinations Disciplinary Committee of Senate, (in the exercise of the appropriate powers delegated by Senate, shall hear and determine any complaint on examinations irregularities. The candidate concerned shall be notified in writing by the Registrar (Academic Affairs) of the subject matter of the irregularities and the time and place of hearing. He or she shall be invited to submit his/her written response to the charges and may attend the hearing. Failure to attend the hearing shall not deter the Committee from determining the case against the candidate.
- (c) Senate shall have power, which it may delegate to its Examinations Disciplinary Committee, to take all or any of the following actions in the case of a candidate found guilty of an examination offence:
 - (i) Impose upon him/her any of the penalties prescribed in the disciplinary regulations.
 - (ii) Disqualify him/her from sitting for any examination for such period as may be prescribed.

- (iii) Cancel any pass with which he/she may have been credited in the subject or examination in respect of which the offence has occurred.
- (iv) Withdraw any academic award(s) by the University.
- (d) Where Senate or any committee of Senate is satisfied that a candidate has not complied with any regulations of the University whether in respect of any examination or any other matter including fees, having given the candidate such opportunity as it considers reasonable of remedying non-compliance with the regulation(s), then Senate shall have power, which it may delegate to its disciplinary committee, to suspend for such time as may be prescribed the release to the candidate of the results of any examination or to decline to credit to his/her course any subjects, or to impose both those penalties.
- (e) A candidate may appeal to the Vice Chancellor against any decision of Senate or its Disciplinary Committee under paragraph (b) and (c) of these regulations by writing to the Vice Chancellor within fourteen (14) days of being notified of the decision. A candidate so appealing shall be entitled to make submissions in writing and may, with the consent of the Vice Chancellor, appear when the appeal is determined. The Vice Chancellor may dismiss or allow the appeal or vary the penalty. The decision of the Vice Chancellor on any appeal under this regulation shall be final.

NOTE: All the enquiries and reports relating to University examinations shall be directed to the Registrar (Academic Affairs).

9. SOME PUNISHABLE OFFENCES AND PENALTIES

A. GENERAL CONDITIONS FOR THE CANDIDATES TO OBSERVE

The following is a schedule of some of the probable offences and the subsequent penalties to be meted out. As candidates familiarize themselves with the schedule, specific note of the following conditions must be taken into account:-

- (i) The schedule is not exhaustive, and the University shall not be constrained from penalizing candidates for any other conduct that it may deem punishable, or imposing any penalties other than those appearing on this guide.
- (ii) Candidates shall be deemed to have registered for University examinations upon registering for units in the relevant Faculty/Institute/School. Such registration shall be construed to mean readiness to comply with all examination regulations in force at the time of registration.

- (iii) The interpretation of examination regulations, and the offences and penalties thereof, shall rest with Senate.
- (iv) That the University shall have the right to amend or vary the examination regulations without prior consultation with the candidates. Such amendments/variations shall, however, be brought to the candidates' attention before sitting for the examinations in which the amendments/variations shall be in force.
- (v) All candidates found guilty of an examination offence shall be required to undergo mandatory counselling.

B. SCHEDULE OF PUNISHABLE EXAMINATION OFFENCES AND APPLICABLE PENALTIES

	OFFENCE	PENALTY
1.	Possession of and/or copying from unauthorized material brought to the examination venue by the candidate himself/herself or by other Person.	(i) Cancellation of the candidate's examination results in the unit Concerned. (ii) Suspension from the University for one academic year/stage and on re-admission repeat the year/stage of study in which the offence was committed. (iii) Be considered as a repeat student thereby graduating with a PASS award. (iv) A written warning.
2.	Copying from other candidates' examination work in the examination room.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Suspension from the University for one academic year/stage and on re-admission repeat the year/stage of study in which the offence was committed. (iii) Be considered as a repeat student thereby graduating with a PASS award. (iv) A written warning.
3.	Circulating/exchanging/issuing unauthorized written, electronic, or any other material to other candidates during an examination.	(i) Cancellation of the candidates' examination results in the unit concerned. (ii) Expulsion from the University of the candidates involved.
4.	Communicating orally or through gestures with other candidates during the examination.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) The candidate shall be deemed to have failed the unit. (iii) A written warning.
5.	Possession of activated electronic gadgets such as mobile phone, MP3/MP4 player, iPod, Blue Tooth facility, programmable calculator or any other such unauthorized equipment/gadgets in the examination venue.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) The candidate shall be deemed to have failed the unit. (iii) A written warning.
6.	Use of a mobile phone, MP3/MP4 player, iPod, Blue Tooth facility, programmable calculator or any other such unauthorized equipment/gadgets in the examination venue.	(i) Cancellation of the examination results for the candidate(s) involved. (ii) Suspension from the University for one academic year/stage and on re-admission repeat the year/stage of study in which the offence was committed. (iii) Be considered as a repeat student thereby graduating with a PASS award. (iv) A written warning.
7.	Possession of used or unused examination answer booklet(s) in the examination venue during an examination other than the material issued by the invigilator.	(i) Cancellation of the examination results for the candidate(s) involved. (ii) Expulsion from the University.

8.	Continuing writing even after the invigilator has announced the expiry of time allocated for the examination.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) The candidate shall be deemed to have failed the unit. (iii) A written warning.
9.	Carrying one's answer booklet(s) out of the examination room.	(i) Cancellation of the candidates' examination results in the unit concerned. (ii) Suspension from the University for one academic year/stage and on re-admission repeat the year/stage of study in which the offence was committed. (iii) Be considered as a repeat student thereby graduating with a PASS award. (iv) A written warning.
10.	Carrying another candidate's answer booklet(s) out of the examination room.	(i) Cancellation of the examination results for the candidate(s) involved. (ii) Expulsion from the University.
11.	Candidate whose answer booklet(s) has/have been taken out of the examination room without his/her knowledge or consent.	(i) Cancellation of the candidate's examination results in the unit concerned. (ii) Resit the unit as a Special examination if absolved from any complicity or conspiracy.
12.	Destroying evidence which may be used as a proof of an examination irregularity.	(i) Cancellation of the examination results for the candidate(s) involved. (ii) Expulsion from the University.
13.	Obstructing the invigilator while he/she is performing his/her duties, and/or use of personal violence and/or threats against the invigilator on matters relating to the sitting of an examination.	(i) Cancellation of the examination results for the candidate(s) involved. (ii) Expulsion from the University.
14.	Willful disruption of examinations attributable to a candidate's behaviour during university examinations.	(i) Cancellation of the examination results for the candidate(s) involved. (ii) Expulsion from the University.
15.	Presenting oneself in the examination venue under the influence of alcohol and/or substance abuse.	(i) Expulsion from the examination room. (ii) Mandatory counseling and/or medical treatment until declared fit to resume studies. (iii) To resit the examination as a supplementary examination upon resumption of studies. (iv) A written warning.
16.	Smoking in the examination room.	(i) Expulsion from the examination room. (ii) Cancellation of the examination results for the candidate(s) involved. (iii) To resit the examination as a supplementary examination when next offered. (iv) A written warning.
17.	Conspiracy to impersonate (an)other candidate(s) during an examination.	(i) Cancellation of the candidate(s) examination results in the unit concerned. (ii) Expulsion from the University for the candidates involved in the conspiracy.

18.	Possession and/or usage of another candidate's examination card.	<ul style="list-style-type: none"> (i) Cancellation of the candidate's examination results in the unit concerned. (ii) Suspension from the University for one academic year/stage and on re-admission repeat the year/stage of study in which the offence was committed. (iii) Be considered as a repeat student thereby graduating with a PASS award. (iv) A written warning.
19.	Availing ones card for use by another candidate.	<ul style="list-style-type: none"> (i) Cancellation of the candidate's examination results in the unit concerned. (ii) Suspension from the University for one academic year/stage and on re-admission repeat the year/stage of study in which the offence was committed. . (iii) Be considered as a repeat student thereby graduating with a PASS award. (iii) A written warning.
20.	Presenting an invalid examination card to the invigilator during an examination.	<ul style="list-style-type: none"> (i) Cancellation of the candidate's examination results in the unit concerned. (ii) The candidate shall be deemed to have failed the unit. (iii) A written warning.
21.	Possession of a forged examination card.	<ul style="list-style-type: none"> (i) Cancellation of the examination results for the candidate(s) involved. (ii) Expulsion from the University.
22.	Presenting oneself for an examination in a unit he/she has not duly registered.	<ul style="list-style-type: none"> (i) Cancellation of the candidate's examination results in the unit concerned. (ii) A written warning.
23.	Sitting examinations without payment of requisite fee.	<ul style="list-style-type: none"> (i) Cancellation of the candidate's examination results in the unit(s) concerned. (ii) A written warning.
24.	Plagiarism/Unacknowledged copying.	<ul style="list-style-type: none"> (i) Cancellation of the candidate(s) examination results in the unit concerned. (ii) Expulsion from the University for the candidate (continuing student), or withdrawal of award (graduate).
25.	Proven commission of examination offence(s) more than once.	<ul style="list-style-type: none"> (i) Cancellation of the examination results for the candidate(s) involved. (ii) Expulsion from the University.