



Examination Rules & Regulations

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A. INTRODUCTION

The AIMST University Examination Rules and Regulations have been formulated with a view to putting into place a credible and efficient system for the conduct of examinations. These rules and regulations, covering the different aspects of the examination process, are to ensure the smooth and orderly conduct of the examinations as well as to safeguard the security and integrity of all AIMST University examinations.

All staff are required to familiarise themselves with these rules and regulations to enable them to carry out their duties and responsibilities as examiners and invigilators effectively.

These rules and regulations may be amended by the Senate as deemed necessary from time to time.

B. GENERAL INFORMATION

1. Examination Venue

Examinations shall be held at examination halls as specified in the Examination Time Table, prepared by the Examinations Division and displayed on Faculty/Centre and Examinations Division notice boards. Examinations division is responsible for the handling bookings of exam hall. Handling of keys arrangement of chairs and maintenance of exam hall are the responsibility for the maintenance division.

2. Invigilation Regulations

Invigilators shall be appointed by the Vice-Chancellor to supervise the candidates for the duration of the examination. The number of Invigilators for each



examination hall is to be determined by the Examinations Division. Examination Assistants may be appointed by the Examinations Officer to assist the Invigilators and their main duties are to help distribute examination books and papers and specific authorised materials, as directed by the Invigilator at the start of the examination and to collect the unused answer books and specific authorised materials at the end of the examination.

At the start, one answer book shall be given to each candidate. After that a supplementary answer book shall be given to a candidate upon request. Only answer books of the colour which has been determined by the Examinations Division for a particular examination shall be used.

3. Identification

Officers permitted to enter the examination hall are as follows:

- a) Chief Invigilator (Green Tag)
- b) Invigilator(s) on duty (Yellow Tag)
- c) Head of Department / Examiner(s) in charge (Blue Tag)
- d) Examination Assistant(s) (Red Tag)

Identification tags shall be provided by the Examinations Division and must be worn along with the staff identity card at all times at the examination hall.

4. Reference File

A reference file containing the following shall be prepared and made available at each examination hall by the Examinations Division.

- a) Examination Time Table.
- b) Invigilation Time Table.
- c) Examination Rules and Regulations Booklet.



- d) Sample of Examination Registration Slip and Attendance Slip
- e) Form for verification of candidate's identity (RE/007)

5. Question Papers

The Chief Invigilator shall collect the appropriate bundle of question papers contained in sealed envelopes from the Examinations Officer at the Examinations Division thirty minutes (30 minutes) before the start of the examination by signing the Receipt of Question Papers Form (RE / 005). Every bundle must contain the following information on the envelope:-

- a) Details of the examination paper.
- b) Total number of candidates registered to take the examination.
- c) Examination venue and seat numbers, if any, as may be allocated by the Examinations Division.
- d) Name(s) of Examiner(s).
- e) Names of Chief Invigilator and Invigilators.
- f) Special examination materials that are to be provided for the examination concerned.

6. Answer Books

At the end of the examination the Chief Invigilator with the help of the Invigilator(s) shall count and confirm that the total number of answer books collected tally with the total number of candidates who sat for the examination. The Chief Invigilator shall hand over the answer books to the staff member from the Faculty / Centre concerned upon him/her presenting the Letter of Authorisation (RE/004) from the Dean / Director. The Chief Invigilator shall forward the Letter of Authorisation to the Examinations Division together with the Chief Invigilator's Report Form (RE/002). The Chief Invigilator shall hand over any uncollected answer books to the Examinations Officer in the



Examinations Division, who shall acknowledge the receipt of the same.

The uncollected answer books can be subsequently retrieved from the Examinations Officer in the Examinations Division by the appointed representative of the Dean / Director by producing the Letter of Authorisation (RE/004).

7. Seating Arrangements

All examination desks shall be numbered. Candidates are required to sit at the desks allocated to them by the Examinations Division, unless otherwise the case.

8. Medical Services

If any medical treatment is required while the examination is in progress, the Chief Invigilator / Invigilator on duty must immediately contact the Examinations Officer.

9. Miscellaneous Materials / Stationery Provided

The following materials shall be provided at each examination hall by the Examinations Division:-

- a) Pen and pencil
- b) Paper clips
- c) Pair of Scissors
- d) Wall clock
- e) Stapler and staples
- f) Thread
- g) String



10. **Additional Information**

Additional information may be obtained from the Examinations Officer. The Registrar and Vice-Chancellor are also available to provide advice on any problems.

C. RESPONSIBILITIES AND DUTIES OF INVIGILATORS

1. **General Information.**

All invigilators on duty are responsible to the Vice-Chancellor for the smooth running of the examination at the examination hall allocated to them.

The Chief Invigilator / Invigilators must ensure that the examination is conducted in an orderly manner at all times, and the candidates are supervised sufficiently at all times during the examination. They are required to submit complete reports should there be any accident or exceptional incident at the examination venue. All cases of copying / cheating in the examination must be reported by the Chief Invigilator and he/she is **not authorised** to settle any such case using his own judgment.

Invigilators must not bring in personal work or reading material to be done when invigilation is in progress.

Invigilators **MUST REGULARLY** inspect each and every one of the candidate, the exam table and its surrounding while the examination is in progress.

Whereas the Registrar's office is always available to provide assistance, the main responsibility rests with the Chief Invigilator in charge of the examination hall to coordinate and enforce all rules and regulations and actions taken during the examination.



All invigilators must ensure that they do not invigilate any exams in which their relatives are sitting for.

2. Responsibilities of the Chief Invigilator.

The responsibilities of the Chief Invigilator are as follows:-

- a) Responsible for overall supervision at the examination hall.
- b) Collect from the Examinations Officer at the Examinations Division the relevant examination papers 30 minutes before the start of the examination by signing Form RE/005 and ensure that the seal is not broken or tempered with, before the envelope is opened in the presence of the other Invigilators.
- c) In the case of a mistake in the examination paper, the Chief Invigilator will make an announcement to the candidates as soon as the matter has been discussed with the examiner.
- d) Responsible for distribution of examination papers and giving relevant instructions to Invigilators. The Chief Invigilator should remain at his station at the examination venue throughout the examination to ensure the Invigilators can get in touch with him / her as and when necessary.
- e) Manage any incident (e.g. misbehaviour, candidate arriving late, copying, illness etc.) that may occur while the examination is in progress.
- f) Receive from the Invigilators attendance slips that have been filled and the list of candidates taking the examination which has been checked with regard to each examination paper and submit them to the Examinations Officer or his representative at the Examinations Division at the end of the examination.
- g) Hand over all counted answer books that have not been collected from the examination hall to the Examinations Officer in the Examinations



Division. The Examinations Officer shall confirm the receipt of the answer books.

- h) If the total number of answer books collected does not tally with the total number of candidates who sat the examination, the Chief Invigilator must report this matter to the Examinations officer.
- i) Must submit the report on the conduct of the examination, using the Chief Invigilator's Report Form (RE/002). The report form shall be forwarded to the Vice-Chancellor through the Examinations Officer.
- j) Carry out other duties related to the examination as directed by the Vice-Chancellor.
- k) The Chief Invigilator shall assist in invigilation when necessary. Apart from that, he is also required to make periodic inspections at the examination halls of which he/she is in charge.

3. Duties and Responsibilities of Invigilators.

For each examination there must be at least ONE male and ONE female invigilator

The duties of Invigilators on duty at each examination hall include the following:-

- a) Report to the Chief Invigilator at the Examination Venue at least 30 minutes before the start of the examination.
- b) Receive from the Chief Invigilator examination papers that have been assigned, together with the list of candidates registered for the examination, and distribute the question papers as required. The distribution of question papers must be carried out by the Invigilator(s).
- c) Instruct the Examination Assistants on duty to place the examination books / papers and other materials needed for the examination on the candidates' desks.



- d) Signal candidates to enter the examination hall 10 minutes before the start of the examination.
- e) Give permission for candidates to leave or enter the examination hall and check candidates to ensure that no unauthorised materials are brought into the examination hall.
- f) Collect the attendance slips that have been completed by the candidates and check the attendance for the examination papers allotted to them.
- g) Submit the attendance slips that have been completed and the list of candidates entered for the examination for each paper to the Chief Invigilator to be forwarded to the Examinations Officer and report the candidates absent to the Chief Invigilator.
- h) Supervise the candidates with care for the duration of the examination.
- i) Exercise close supervision of any candidate allowed to leave the examination hall. A candidate requesting to go to the wash room must be accompanied by an Examination Assistant or the Invigilator of the same sex in person. Invigilator will check that the candidate has not concealed any written material on his or her clothing (e.g. By asking the candidate to empty the pockets).The candidate may be given a body check, if there is any ground for suspicion of malafide.
- j) Report to the Chief Invigilator if a candidate falls sick, or is found to be cheating or copying or breaking any of the examination rules and regulations.
- k) Ensure that the candidates promptly stop writing at the end of the examination.
- l) Instruct all candidates to remain seated in their places until all the answer books are tied up and are collected.
- m) Assist the Chief Invigilator to count the answer books.
- n) Check and ensure that candidates do not take away from the examination



hall any answer book / papers or other examination materials.

- o) Give instructions and make announcements to candidates as and when required.
- p) Confirm the identity of candidates who have not brought their Identity Cards (I.C.) as well as their Examination Registration Slips which latter contains their Index Numbers provided by the Examinations Division. If there is any ambiguity, check the matter with the Examinations Officer by using the Verification of Candidate's Identity Form (RE / 007).
- q) Carry out all the duties and responsibilities as instructed by the Chief Invigilator.

4. Stand-By Invigilators

The stand-by Invigilators who have been appointed by the Vice-Chancellor may be called upon to carry out the duties as a Chief Invigilator / Invigilator on the day and time scheduled to meet with any eventuality. The stand-by Invigilator is required to contact the Examinations Division at least 45 minutes before the scheduled time to inform the contact telephone number where he/she may be contacted immediately, if required.

IMPORTANT NOTES

I. Removal of Answer Books from the Examination Hall.

If a candidate leaves the examination hall taking along the answer books and then returns to submit them, the Chief Invigilator can not hand over the answer books to the examiner but must hand them separately to the Examinations Officer for further investigation.

II. Falling Sick

If a candidate falls sick during the examination, but however, manages to



complete the examination, this matter shall be taken into account by the examiner, provided that the candidate has been examined by the AIMST doctor and the medical report is submitted to the Examinations Officer within a period of 48 hours of the conduct of the examination. The Examinations Division shall inform the relevant Faculty / Centre of the matter, as soon as possible.

III. Cancellation or Postponement of Examination

If a situation arises which in the view of the Chief Invigilator merits the examination be cancelled or postponed, the Chief Invigilator must contact the assistant registrar (exams)/registrar/ deputy vice chancellor (academic affairs)/Vice-Chancellor through the Examinations Officer.

IV. Unfair Treatment

If an Invigilator for an examination is of the view that during the examination a candidate has been subjected to any unfairness, he / she may report the matter to the Vice-Chancellor through the Chief Invigilator and the Examinations Officer.

D. EXAMINATION PROCEDURES

1. Basic Arrangements

The Chief Invigilator arrives at the examination hall 30 minutes before to ensure that the place is ready for conducting the examination and he gives the instructions that are required to the Invigilators and Examination Assistants. It is to be assumed that the Chief Invigilator and Invigilators have familiarised themselves with the logistics of the examination hall. Before the start of each examination session, the Examinations Division with the help of invigilators will



confirm that all toilets are inspected, to ensure that there are no materials and notes which may have been concealed by candidates.

2. Collection of Examination Papers and Stationery

The Chief Invigilator collects the question papers from the Examinations Officer in the Examinations Division 30 minutes before the scheduled start of the examination.

3. Distribution of Examination Papers and Stationery

The Chief Invigilator checks the packages of sealed question papers to ensure that the seal is not broken or tampered with. The Chief Invigilator opens the sealed packages in the presence of all the Invigilators. After the question papers have been checked, they are distributed to the Invigilators who will place them face down on each examination desk. This must be supervised carefully as some examination desks may be located close to glass windows. The extra question papers must be kept inside the original envelope. In addition to that an attendance slip, one answer book, and other authorised stationery / materials required for an examination, must be placed on each examination desk.

4. Entry of Candidates

Invigilators and Examination Assistants take their position at the entry doors allocated to them 10 minutes before the start of the examination. The Chief Invigilator / Invigilator gives the signal to allow the candidates to enter the examination hall. Candidates are not permitted to bring in books, papers, photographs or other unauthorised materials. Candidates are also not permitted to bring into the examination hall bags, purses, pencil boxes, geometrical boxes and other containers. These materials must be left outside the examination hall. Calculators (if authorised) may be brought in without their casing.

Mobile phones are not permitted into the examination hall. Candidates are



permitted to bring with them only approved stationary and writing materials.

Candidates are permitted to enter the examination hall one by one after showing their Examination Registration Slips. Those who do not possess their examination slips are referred to the Chief Invigilator who will check the eligibility of the candidates concerned with the Examinations Officer. The candidate may be allowed to proceed with the examination until and unless advised otherwise, after verification with the Examinations Officer.

5. Upon Entry into the Examination Hall

Each candidate takes his / her seat at the examination desk as allocated and proceeds to:

- a) Fill up the Attendance Slip and place it at the right hand corner of the desk.
- b) Place the Identity Card (I. C.), AIMST I.D. and Examination Registration Slip on top of the completed Attendance Slip.
- c) Read the examination paper only after being given permission to do so by the Chief Invigilator / Invigilator.

6. Before the Start of the Examination

The Invigilator assigned to an examination hall reads the following announcement as soon as all candidates have taken their places.

“If any candidate has brought into the examination hall any unauthorized printed or written materials or mobile phone, you are required to stand up at your place and hand the materials and / or mobile phone to the Invigilator. I have been directed to inform you that I am required to report to the Vice-Chancellor the name of any candidate who is found to copy / cheat or attempts to copy / cheat. The candidate whose name is submitted to the Vice-Chancellor will be subjected



to disciplinary action at the discretion of AIMST.”

The Invigilator also reminds the candidates regarding other instructions that they must follow during the examination and also the instructions on the cover of the answer book. Upon the scheduled time for the start of the examination, the Chief Invigilator / Invigilator announces the start of the examination and fixes the time that the examination will end.

7. After the Examination has Started.

a) Checking of Identity and Examination Eligibility.

The Invigilators check the identity and eligibility of the candidates by comparing / ensuring:

- i. The appearance of each candidate matches with the photograph on the I.C. / AIMST I.D.
- ii. The I. C. number written on the Examination Registration Slip tallies with the number on the I. C.
- iii. The signature on the Examination Registration Slip matches that on the Attendance Slip.
- iv. The Examination Registration Slip shows the student’s eligibility to sit for the examination in that particular course concerned.

b) Checking Attendance

Invigilators

- i. Collect the Attendance Slip from each table.
- ii. Arrange the Attendance Slips in order of the Index Numbers.
- iii. Tick each Index Number in the list of candidates registered for the examination and check the number of candidates who are present, the



number of candidates who are absent, the total number of candidates who are registered for the examination, record the number of candidates absent and submit the Attendance Slips and the list of candidates registered for the examination to the Chief Invigilator, after a final check has been done for every paper being examined in the hall.

c) Supervision

Invigilators must be constantly on the vigil to ensure the smooth running of the examination.

d) Peaceful Atmosphere

It is important that a peaceful and calm atmosphere is maintained in the examination hall for the entire duration of the examination.

8. **Before the End of the Examination**

The Invigilator in charge of the examination hall announces to the candidates the time 15 minutes before the end of the examination and instructs them to stop writing when the time is up. Before stopping the examination, the Invigilator reminds the candidates to ensure that their Index Numbers are written on all their answer books / papers and tells them to tie up the answer books / papers in accordance with the different sections or tie them all up together as required and continue to be seated at their places until all the answer books have been collected. When the “Stop Writing” announcement is made, Invigilators must ensure that all candidates stop writing immediately and ensure that every candidate submits his/her answer books.

If it is found that there are candidates who still continue to write after it has been announced that the examination has ended, the Invigilator concerned is authorised to strike out the portion of the answer that was written after the “Stop Writing”



announcement was made, so that portion of the answer is not evaluated by the examiner later.

At the same time, the Invigilators / Examination Assistants must take up their positions at the exit doors to ensure no candidate leaves the examination hall carrying out materials other than their personal writing instruments and question paper.

9. After the End of the Examination

Invigilators who have been assigned duties to supervise the examination halls report to the Chief Invigilator and hand over the answer books collected from each of their halls. After this, they assist the Chief Invigilator to count and tally the answer books with the number of candidates who took the particular examination. The Chief Invigilator fills out the Chief Invigilator's Report Form (RE/002) and packs the answer books securely, before handing them over to the authorised person upon presentation of the Letter of Authorisation (RE / 004) signed by the Dean / Director. The unclaimed answer books are handed over to the Examinations Officer on duty in the Examinations Division, who will then acknowledge the receipt of the answer books from the Chief Invigilator.

E. EXAMINATION RULES AND REGULATIONS

1. Entry of candidates into the examination hall is only with the Examination Registration Slip.
2. No candidate who turns up later than half an hour (30 minutes) will be permitted to enter the examination hall.
3. Candidates must conduct themselves in accordance with the directions / instructions that are given by the Invigilators and Chief Invigilator.
4. Candidates cannot tear pages from the answer books or write on the torn pages.



- Additional answer books / papers will be supplied to candidates upon request.
5. Candidates are not permitted to take out any answer books / papers from the examination hall.
 6. Candidates are not permitted to smoke during the examination.
 7. Candidates are not permitted to bring mobile phones into the examination hall.
 8. Candidates are not permitted to bring in books, papers, documents or pictures into the examination hall. If a candidate brings in unauthorised materials into the examination hall, he / she must hand over these to the Invigilator. Candidates who fail to do so after being given the reminder through an announcement by the Chief Invigilator / Invigilator are deemed to have broken the examination rules and regulations.
 9. Communication either orally or by other means between candidates is not permitted during the examination. If a candidate wishes to communicate with any Invigilator he/she must raise his/her hand.
 10. Candidates are not permitted to leave the examination hall during the first half hour or the last **30** minutes before the end of the examination.
 11. An extension of time is not given to any candidate under any circumstance.
 12. Candidates who fall sick during the examination must contact the Invigilator on duty in the examination hall who in turn will report to the Chief Invigilator.
 13. A letter confirming illness or any other special reasons for being absent from any examination paper must be submitted to the Examinations Officer before the examination or within 48 hours after the end of the examination.
 14. Letters confirming illnesses which are issued either by the AIMST Health Clinic, a panel doctor of AIMST, General Hospital or any Government doctor will be accepted.

F. EXAMINATION INSTRUCTIONS FOR CANDIDATES



1. **Reading of Time Table**

Candidates must take careful note of the examination time table, including also for viva-voce, so that they do not make mistakes regarding the date, time, place and seating allocation for the papers they are registered for. Candidates are advised to always look at the notice boards for any changes in the examination time table. Changes, if any, will be printed on BLUE paper and displayed on the Examinations Division and Faculty/Centre notice boards. A mistake in reading the time table will under no circumstances be accepted as an excuse for being absent from an examination.

2. **Eligibility**

Candidates must arrive on time at the examination hall and ensure they bring along with them their I. C., AIMST I. D. and the Examination Registration Slip. The eligibility to sit for the examination is based on the Examination Registration Slip. Candidates who do not possess the Examination Registration Slip may be allowed to proceed with the examination while eligibility to sit for the examination is being verified with the Examinations Division. Should the Examinations Division confirm that a particular candidate is not eligible to sit for the examination, then the Chief Invigilator/Invigilator on duty shall ask the particular candidate to leave the examination hall.

3. **Entry Into The Examination Hall**

No candidate is permitted to enter the examination hall until the Invigilator on duty at the examination hall gives the signal to do so.

Usually candidates are allowed to enter the examination hall ten minutes (10 min.) before the start of an examination. Candidates must use the designated entry doors and proceed in an orderly manner.



No candidate who arrives later than half an hour (30 min.) will be permitted to enter the examination hall.

4. Attendance

When seated candidates are required to:

- a) Fill up the attendance slip and place it on the right hand corner of the table.
- b) Place the I.C., AIMST I.D. and Examination Registration Slip on top of the completed Attendance Slip. The Attendance Slip will be collected by the Invigilator. Candidates must remember to take back their I.C., AIMST I.D. and Examination Registration Slip after these have been checked.

5. Index Number

Candidates must write the Index Number on all answer books / papers that they use. On the first answer book, the Index Number must be written in words and also written in figures e.g. one zero zero one (1001). On the subsequent answer books / papers the Index Number may be written using figures only, candidates are prohibited from writing their names on the answer books / papers.

6. Omitting or Wrong Index Number

Candidates who do not write their Index Number or write an incorrect Index Number on their answer books / papers, will not receive any marks.

7. Answer Books

Candidates are reminded to read carefully and understand all instructions printed on the cover of the answer book. All rough work must be written only in the answer book. Candidates are prohibited from tearing out pages from the answer books. Additional answer books / papers will be provided on request. All answer



books and answer papers whether used or unused must be left in the examination hall. A candidate is not permitted under any circumstances to take out any answer book / paper from the examination hall.

8. **Examination Materials**

Books, papers, documents or pictures, except for materials authorised by the examiner are not permitted to be brought into the examination hall by any candidate. While in the examination hall, a candidate may receive from the Invigilators books, papers, documents, pictures or other materials which are permitted by the Dean on the advice of the examiner or Faculty Board.

9. **No Smoking**

Candidates are not permitted to smoke in the examination hall during the examination.

10. **No Mobile Phones**

Candidates are not permitted to bring mobile phones into the examination hall.

11. **Only Writing Equipment**

Candidates are permitted to bring into the examination hall pens, pencils and other writing materials but **bags, purses, pencil boxes, geometry boxes or other containers are absolutely not allowed. Calculators may be brought in without their casings if permitted by the examiner.**

12. **Communication in the Examination Hall**

Candidates are not permitted to communicate with each other during the examination, whether orally or by other means. If a candidate wishes to communicate with an Invigilator, he/she must raise his/her hand.



13. Signal to Stop Writing

The Chief Invigilator / Invigilator on duty will give a clear signal to mark the end of the examination. As soon as this signal is given, all candidates must stop writing.

14. Collection of Answer Books

Candidates are responsible for tying up their answer books and answer papers and must remain seated at their respective places until all the answer books / papers have been collected by the Chief Invigilator / Invigilator. The candidates will leave the examination hall when instructed to do so by the Chief Invigilator / Invigilator.

15. Leaving the Examination Venue

A candidate may leave the examination hall only after half an hour from the start of the examination. However, no candidate is permitted to leave the examination hall **30** minutes before the end of the examination.

16. Falling Sick

Candidates who fall sick while the examination is in progress must contact the Invigilator on duty at the examination hall as soon as possible.

17. Enquiries

All enquiries regarding examinations must be forwarded to the Examinations Officer.

18. Absence

Any candidate who is not able to sit for an examination for which he/she is registered must give reasons for his/her failure to attend the examination, in writing, to the Examinations Officer supported with a valid document, if any,



within a period of 48 hours after the end of the examination for that paper. Failure to do so will amount to the candidate being failed in the paper.

19. Copying / Cheating

Copying / cheating or being in possession of materials not permitted to be brought into the examination hall during the examination, shall constitute a disciplinary offence and appropriate disciplinary action will be taken against any candidate, including suspension / dismissal from AIMST, in accordance with the AIMST Disciplinary Rules and Regulations for students.

20. Absent for the Whole Examination

A candidate who fails to attend the examination for all papers registered will be deemed to have failed the whole examination if he/she does not have a valid acceptable reason or without prior approval by the Faculty / Centre Board or the Senate.

G. INSTRUCTIONS TO DEANS AND EXAMINERS

List of the registered and eligible candidates must be submitted by the faculty / centre/ school, one month before the exams. The faculty / centre/ school is responsible to cross check with CGES on the list of candidates registered in the exams before submitting to exams division. Any alteration after submission must be immediately updated by the faculty / centre / school.

As far as possible, the examiner of a particular question paper or the Head of Department in the Faculty / Centre offering that particular paper, will be available to answer any queries regarding the question paper.



However, in circumstances where this is not possible, the examiner for the paper is required to be present at the examination venue at the start of the examination for at least for 30 minutes to answer any queries that may arise.

The Dean / Director must sign the Letter of Authorisation (RE /004) for each examination paper before the examination and issue it to the relevant person to enable the answer books to be collected after the examination from the Chief Invigilator at the examination hall or from the Examinations Officer in the Examinations Division.

H. INSTRUCTIONS TO EXAMINATION ASSISTANTS

1. Responsibility

Examination Assistants are responsible to the Examinations Officer.

2. Duties

Examination Assistants must carry out the following duties:

- a) Distribute examination books / stationery and other authorised materials to candidates in the examination hall.
- b) Assist the Chief Invigilator / Invigilators in admitting and supervising / checking candidates while leaving or entering the examination hall.
- c) Assist the Invigilators to ensure candidates remain at their place until all answer books have been collected.
- d) Bring to the attention of the Chief Invigilator / Invigilators any suspicious conduct of candidates and the breaching of any examination rules and regulations.
- e) Carry out other examination related duties as directed by the Chief Invigilator / Invigilators.



3. **Reporting for Duty**

- a) Examination Assistants must report at the Examinations Division punctually one hour before the start of the examination to be informed about their place of duty and to receive other instructions.
- b) Examination Assistants must be present at their respective examination halls at least 30 minutes before the start of the examination.

4. **Discipline**

- a) Examination Assistants must come neatly attired.
- b) Examination Assistants must be alert and attentive at all times.
- c) Examination Assistants must respond promptly to the needs of candidates in the examination hall.

5. **Identification**

As identification, Examination Assistants shall wear **red tags** with numbers which will be provided to them upon appointment. The Chief Invigilator will wear the **green tag** while the Invigilators will wear the **yellow tag**. Heads of Department / Officers / Staff will wear **blue tags** and their staff cards while at the examination hall.

6. **Rules for Provision of Stationery**

A) **Before the Start of the Examination**

- i. Ensure that all materials and items are sufficient and are available at the examination hall.
 - a) Answer books / papers and attendance slips



- b) Pen and Pencil
 - c) Paper clips
 - d) A pair of scissors
 - e) Wall clock
 - f) Stapler & staples
 - g) Thread
 - h) String
- ii. Assist the Chief Invigilator / Invigilators to carry the answer books / papers, attendance slips and other authorised materials from the Examinations Division to the examination hall.
 - iii. Place on each examination table one answer book, a piece of thread and attendance slip as instructed.
 - iv. Distribute other authorised materials as instructed by the Chief Invigilator / Invigilators such as graph paper etc.

B) During the Examination

- i. Only one supplementary answer book at a time should be given to candidates at each request.
- ii. Issue only authorised materials such as graph paper, mathematical tables, and statistical tables as required for the examination(s).
- iii. Half an hour after the start of the examination, collect all the examination materials, attendance slips etc. from the unoccupied examination desks. Hand over the examination question papers to the Chief Invigilator / Invigilators.

C) At the End of the Examination

- i. Collect all used and unused examination materials, attendance slips and other stationary left behind and hand them over to the Chief Invigilator.



- ii. All mathematical tables, statistical tables etc. taken from the Examinations Division must be collected counted and returned to the Examinations Division. If there is any loss or shortage, report to the Chief Invigilator.
- iii. Ensure that all examination tables and chairs are rearranged in order, all lights, fans and air conditioners are turned off, the black board / white board is cleaned and all lists for candidates seating and other notices displayed for the examination are taken down and returned to the Examinations Division.

7. **Procedure for Checking Candidates**

- a) Station yourself at the entry doors not less than five minutes before the candidates are allowed to enter.
- b) As soon as the signal is given, open the doors to enable the candidates to enter the examination hall.
- c) **Check that candidates do not bring with them any books, papers, documents, pictures, bags, pencil boxes, geometrical boxes or other containers.** Those who do so must be told to leave those things outside the examination hall. Pencils, pens, rulers and drawing equipment are allowed. If still in doubt, contact the Chief Invigilator / Invigilators on duty.
- d) Check that candidates who leave the examination hall do not take with them any answer books / papers whether used or unused, attendance slip, mathematical table etc; instruct those who do so to return them. If any one objects, note his / her name and report to the Chief Invigilator / Invigilators on duty.



I. GUIDELINES FOR EXAMINERS WHO PREPARE EXAMINATION QUESTIONS

Examination papers are divided into two main parts.

1. The First Part shall state the name of the University, Semester, Examination Session, Code and Title of the Examination paper, Date, Time and Length of the question paper.
 - a) The name of the University shall be placed at the top part of the first page in capital letters and not underlined.
 - b) The Semester and Academic Session should be placed in the centre below (a) and not underlined.
 - c) The Name of the Faculty / Centre shall be placed in the centre below (b) and not underlined.
 - d) The paper code shall be stated followed by the title of the paper and is underlined.
 - e) The date shall be placed on the left below the title of the paper and not underlined.
 - f) The time of examination shall be placed parallel with the date of the examination but on the right and not underlined.
 - g) The length of the examination is placed in brackets below the time of the examination
 - h) A dividing line is than drawn across the page.
 - i) A sample of the format for the first part is as follows:-

Sample of the First Part:

AIMST UNIVERSITY
Second Semester Examination



Academic Session 2002 / 03

Faculty of Applied Sciences

Department/School

SCBT 31107 Biostatistics

Date: 4 April 2002

Time: 2.00 pm 5.00 pm
(3 hours)

2. The Second Part shall be separated from the First Part by a line drawn across the page. It shall contain the examination instructions and other information for candidates and may be continued on the following page, if necessary.
3. a) The Second Part of the examination paper shall begin with information with regard to the number of printed pages in the examination paper.

Sample:

Please ensure that this examination paper consists of Six printed pages other than this cover page before you start the examination.

- b) The Second Part of the examination paper shall also include examination instructions. Samples are provided below:

Sample 1 : Answer FOUR questions.

Sample 2 : Answer Question No. 1 which is compulsory and THREE other questions.



Sample 3 : Answer FIVE questions: TWO from Section A and THREE from Section B.

Use separate answer books for each Section.

Sample 4 : Answer FOUR questions. Answer Question 1 and THREE other questions. At least ONE question must be answered from each of Sections B and C.

- c) If there is additional information which the examiner wishes to convey to the candidates, it must be stated before the first question. Samples are as follows:

“Mathematical Tables” are provided.

“Calculators and Slide Rules” can be used in computations.

All questions carry the same marks, but sections of questions may not carry the same marks.

Use a new answer book for each question and tie them separately according to each section.

- d) Weights for each question.

For a paper where the questions are of different weights, the examiner is required to state the marks contribution for each question in the rubric of the question paper. In relation to this, it is important so that the marks for the total number of questions to be answered by a candidate in the question paper **MUST** add up to 100. Further more the marks weighting for each question should be in full numbers. (Decimal point is not to be used).

Example:

Answer FOUR questions: ONE from Section A and THREE from Section B. Each question in Section A carries 40 marks while questions in Section B carry 20 marks each. The instructions above are given for an examination paper which



carries the weight as follows:

<u>Section A</u>				<u>Section B</u>			
Question	1	-	40marks	Question	4	-	20 marks
	2	-	40marks		5	-	20 marks
	3	-	40marks		6	-	20 marks
					7	-	20 marks
					8	-	20 marks

The marks weighting is also stated after each question.

e) Questions that are Evaluated on Actual Marks.

If the questions in a paper are evaluated based on actual marks (allocated for specific questions) and not out of 100 marks as usual, the examiner is requested to state clearly the contribution of marks for each question in the question paper. As in paragraph 3(d) above, the marks for the total number of questions to be answered by a candidate for that paper must add up to 100 marks. Following that the marks contribution for each question must be in full numbers (Decimal point is not to be used).

Example:

Answer FIVE questions in all; TWO questions from Section A, TWO questions from Section B and ONE from Section C. The marks contributed by each question in Sections A, B and C are 30 marks, 15 marks and 10 marks respectively. The instructions above are given for an examination paper which will be evaluated based on actual marks as follows:

<u>Section A</u>			
Question	1	-	30 marks



	2	-	30 marks
	3	-	30 marks
<u>Section B</u>			
Question	4	-	15 marks
	5	-	15 marks
	6	-	15 marks
<u>Section C</u>			
Question	7	-	10 marks
	8	-	10 marks

The marks contribution should also be stated after each question.

Please take note that if no instructions are provided in the question paper concerning the allocation of weighting or marks contribution for specific questions, all questions in that paper shall be deemed as having equal weight and each question shall be marked out of 100 marks. Following that the total marks obtained by a candidate shall be divided by the number of questions that need to be answered for that paper.

4. Sections

If the examination paper is divided into a number of sections, name the sections as follows:-

Section A

Section B and so on;

Whereby Section A must be stated before the first question.

5. Numbering of Questions

The questions must be numbered in accordance to the sequence in the whole paper. ie. 1, 2, 3, 4, 5 and so on. If the first question is divided into sub-sections, the sub-sections should be stated as (a), (b), (c) and so on. If the sub-section is



further sub-divided they should be numbered as (i), (ii), (iii) and so on.

6. In determining the section, main question, sub-question and sub-sub question, it should be listed as follows:-

Section A

1. (Main Question)

(a) (Sub-Question)

(i) (Sub-sub Question)

(ii) (Sub-sub Question)

7. Choice of Question

EITHER / OR must be typed in capital letters and underlined to indicate the choice provided.

Sample:

5. EITHER

(a) What is meant by “Group Empowerment” and what is its role in community research?

Illustrate your answer with examples.

OR

(b) Discuss understanding and importance of measurement in studying data regarding the community.

8. Questions in the Question

If the question begins with a question in a complete sentence, inverted commas must be used for the question.

Sample:



- (a) “.....”
Discuss.
 - (b) Explain the statement: “.....”
 - (c) What is meant by “.....”?
9. (a) Page Number and Course Code.
Every page starting with page one must state the page number and the course code at the top.



Sample:

Sample 1

- 1 -	(SCBT 31107)
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Sample 2

- 2 -	(SCBT 31107)
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10. End of Question Paper

The end of the question paper must be indicated clearly as follows

Sample:

- 000 0 000 -

J. PROCEDURE FOR PREPARING QUESTION PAPERS

i. **Important**

Lecturers must not be involved in the examination in any way when any relative of theirs is sitting for the examination.

ii. **General Procedure for the Preparation of Question Papers at Faculty / Centre Level**



- a) For each Examination, there should be an Examination Coordinator (EC), appointed by the Dean/head of school/centre and for each paper of a particular exam there should be a Paper Coordinator (PC) or course coordinator (CC) or unit coordinator (UC), also appointed by the Dean/head of school/centre. The onus is on both EC and PC/CC/UC to maintain secrecy and confidentiality in setting the examination papers.
- b) EC issues out a memo to all paper coordinators, the number of questions to set for each element/topic of a particular paper
- c) PC/CC/UC will request from lecturers/examiners to set questions on topics that are lectured by him/her. The marking schemes must be attached.
- d) For each submission for a particular topic or series of lectures, 4 questions must be provided. In other words, assuming that there are 10 questions to be set for a particular paper then the total number of questions to submit is 40.
- e) Lecturers/Examiners **MUST** discuss their questions with their respective Unit/Department heads before submitting to PC/CC/UC to ensure that the questions are suitable.
- f) All questions must be typed in the template provided by EC (a standard template which will be provided by the exams division.) This will make it easy for the EC to assemble the final paper.
- g) Questions are then submitted to EC
- h) EC will vet the questions for a particular paper with the respective PC/CC/UC.
- i) Any major change in a question must be referred to the lecturer/examiner that sets the question.
- j) EC selects the questions for the final paper and also the supplementary paper on standby.
- k) The Exam Coordinator sends the questions but not the complete exam paper to the External Examiner(s), where applicable for moderation and comments.
- l) The Coordinator together with the lecturers amends the questions based on the



- comments of the External Examiner(s).
- m) Senior member of Exam Division (ED) will go over the cover page only, with the EC to ensure that proper formatting of papers is followed.
 - n) EC or his/her representative will print the Examination Papers in the Examination photocopying room (this room is placed in the administration block, the ED will hold the room keys but no member of the ED will be present in during the photocopying process. Booking of the room must be made to utilize this room). There will be one designated person who will be appointed by the Vice Chancellor to help the EC or his representative with the photocopying.
 - o) During the photocopying process no unauthorised personnel should be present and the room door should be locked at all times, a shredder will be available to shred all waste paper. The question papers must be checked, compiled and sealed in this room.
 - p) The sealed envelopes containing the sets of question papers must be given to the ED and kept in the ED vault till the exam date.
 - q) **NO soft copy of the question paper must be left with the ED. Only after the examination is over, the soft copy and the hard copy must be submitted to the exams division and library for record puposes.**

Variation to Procedures

Any variation to the above procedures may be permitted by the Vice-Chancellor to accommodate any special circumstances or requirement in any Faculty / Centre.

Submission of Supplementary Examination Papers

- The same procedure as used for the submission of Final Papers will be followed.



K. COLLECTION AND EXAMINATION OF ANSWER BOOKS

- a) The examiner collects the answer books after the examination by submitting the letter of Authorisation (RE/004) which has been signed by the Dean / Director from the Chief Invigilator at the examination hall or from the Examinations Officer in the Examinations Division.
- b) The examiner examines the answer books and gives marks.
- c) The examiner enters the marks into the marks sheet provided by the coordinator or Head of Department and hands over to the Dean's / Director's office within the time period fixed by the Faculty / Centre.
- d) These marks may not be changed after they have been submitted to the Dean's / Director's office. Any changes if still necessary may be carried out during the Faculty / Centre Board of Examiners meeting.
- e) The marks or grades shall not be given to students.
- f) The examiner shall assist the Dean's / Director's office to check the accuracy of marks entered into the computer, if necessary.

L. CONTINUOUS ASSESSMENT / COURSE WORK

- a) The lecturers prepare question papers / test materials / projects and other materials regarding the continuous assessment / course work that is taken into account towards the final marks of the course.
- b) The lecturers conduct all evaluations / examinations / tests for the continuous assessment / course work.
- c) The lecturers enforce all Examination Rules and Regulations **identical** to the centrally conducted examinations especially from the point of examination security and prevention of cheating / copying.
- d) The lecturers shall report any case of cheating / copying by students to the Dean / Director and Head of Department for appropriate action.



- e) The lecturers prepare the continuous assessment / course work marks and enter the marks into the continuous assessment / course work marks sheet, then submit the marks to the Dean's / Director's office by the date fixed by the Faculty / Centre Board.
- f) These marks may not be changed after they have been submitted to the Dean's / Director's office. Any changes if still necessary may be carried out during the Faculty / Centre Board of Examiners meeting.
- g) The grades may be given to students in accordance with guide lines as approved by Senate.
- h) The lecturers shall assist the Dean's / Director's office to check the accuracy of marks entered into the computer if necessary.

M. EXAMINATION RESULTS

- a) All Examiners shall attend the Faculty / Centre Board of Examiners meeting.
- b) The Examiners discuss the results in the Faculty / Centre Board of Examiners meeting and finalise the examination results for recommendation to the Faculty / Centre Board.
- c) The Examiners shall maintain the secrecy of all discussions carried out in the Faculty / Centre Board of Examiners and Faculty / Centre Board. It is a disciplinary offence for any staff to release marks to students.
- d) Faculty / Centre endorsed examination results are to be tabled and passed at Senate before formal release to students by the Examinations Division.
- e) Faculty / centre/ school must submit the exam results to the examination division immediately after the exam board meeting.
- f) The examination division must process and release the exam results within seven working days, from the date received from the faculty / centre/ school,



providing the senate approval

g) Faculty / centre/ school is responsible in mailing of parents copy.

N. APPEALS FOR RECHECKING OF EXAMINATION RESULTS

a) A candidate who feels dissatisfied with the result of an examination paper he / she has taken, may appeal for AIMST University to recheck the marks for the relevant paper by paying the fee for rechecking. The process of rechecking will involve confirming whether all answers have been evaluated and have been given marks that are consistent with the marking scheme and the addition of the marks is correct.

b) Procedure for Appeal

The candidate shall submit the appeal in writing to the exam division, stating the grounds for the appeal, within a period of seven days after the official release of the examination results. The appeal will be forwarded to the examination division.

c) The examination division must submit the appeals to faculty / centre / school within 24 hours from the date received from the candidate.

d) The faculty / centre / school must recheck and return the to the examination division within five working days from the the date received form the examination division.

e) Outcome of the Appeal

The Examinations Officer shall notify the student concerned of the results in writing within two working daus from the date received from the faculty / centre / school

