



MULTIMEDIA UNIVERSITY OF KENYA



MMU is ISO 9001: 2015 Certified

STUDENTS COMMON EXAMINATION REGULATIONS-2021

[Handwritten signature]

[Handwritten signature]

TABLE OF CONTENTS

ABBREVIATIONS AND DEFINITION OF TERMS II

FOREWORD III

1 UNIVERSITY EXAMINATIONS 1

2 ADMISSION TO EXAMINATIONS..... 1

3 EXAMINATION OF COURSEWORK 1

4 EXAMINATIONS TIMETABLE..... 2

5 EXAMINATION VENUE..... 2

6 ROLES OF THE INVIGILATOR..... 3

7 CONDUCT OF THE CANDIDATE..... 3

8 EXAMINATION MATERIAL 4

9 EXAMINATION IRREGULARITY..... 5

10 PROCEDURE OF REPORTING EXAMINATION IRREGULARITY 6

11 DISCIPLINARY PROCESS 7

12 ENQUIRIES..... 8

13 EXEMPTION FROM EXAMINATIONS 8

14. SCHEDULE OF PUNISHABLE EXAMINATION OFFENCES AND APPLICABLE PENALTIES..... 8

TABLE 1: SCHEDULE OF OFFENCES AND APPLICABLE PENALTIES N/B ALL PENALTIES LISTED AGAINST EACH OFFENCE SHALL APPLY..... 10

DECLARATION 17

ABBREVIATIONS AND DEFINITION OF TERMS

ACADEMIC YEAR	-	means a period of study consisting of two semesters, not necessarily consecutive, and any other additional period of study or research as may be prescribed in the regulations for a particular programme of study.
CONSPIRACY	-	Means a plan by 2 or more students to impersonate another or to have oneself impersonated during an examination.
DVC (AA, R&I)	-	Deputy Vice Chancellor (Academic Affairs, Research & Innovation)
KASNEB Examinations Board	-	Kenya Accountants and Secretaries National Examinations Council
KNEC	-	Kenya National Examinations Council
MMU	-	Multimedia University of Kenya
REG. (AA)	-	Registrar Academic Affairs Research and Innovation)
STAGE	-	Means a period of study consisting of one semester and any other additional period of study or research as may be prescribed in the regulations for a particular programme of study.
VC	-	Vice Chancellor

FOREWORD

The integrity of the examination process is a major pillar of quality education in a university. To safeguard integrity of examination process, Multimedia University of Kenya (MMU) has formulated tools and procedures that include the Common University Examination Regulations.

The revised MMU Common Examination Regulations (2021) provide details on the proper conduct of students when taking any examination at the University. The regulations also clearly outline the role of an invigilator in an exam environment. Overall, the regulations define, inter alia, acceptable and unacceptable conduct in an exam environment – before, during and after an exam. Most important, this document further spells out the various examination offences and their respective penalties.

This is therefore an important *policy* to guide all the stakeholders in the entire examination process. Accordingly, it is mandatory for all parties involved in the examination process at MMU – students, lecturers, and administrators – to read, understand and abide by this set of regulations. Total compliance to these regulations is required to fully protect the integrity of examinations at MMU.



Prof. Paul N. Mbatia, Ph.D.
Deputy Vice Chancellor, Academic Affairs, Research & Innovation



COMMON EXAMINATION REGULATIONS

1 UNIVERSITY EXAMINATIONS

- a) University examinations shall be conducted in all courses to assess the work done by students.
- b) All University examinations formats shall be approved by the University Senate.
- c) The examination may comprise written, oral or practical examinations.
- d) Examinations shall be conducted in accordance with the University Senate's approved schedule.
- e) Each Faculty/Institute/School shall have specific regulations.
- f) University examinations shall take precedence over all other activities.

2 ADMISSION TO EXAMINATIONS

To be eligible to sit for the final examinations, students must:

- a) Report to the examination room fifteen minutes before the scheduled commencement of the examination.
- b) 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).
- c) Be in possession of a valid student's identification card which must have a clear photo.
- d) Not carry to the examination venue any unauthorized material, including but not limited to, books, mobile phones and lecture notes. All such items shall be left in such part of the room as designated by the invigilator. Failure to leave items as directed by the invigilator shall be taken as an act of attempted cheating.
- e) Not be deemed to be under the influence of alcohol or substance abuse.
- f) Only enter the examination room on the instructions of the invigilator.

3 EXAMINATION OF COURSEWORK

- a) The Coursework given to the candidates may vary for each department. It may include Continuous Assessment Tests (CATs), term papers, theses, projects and project reports, Laboratory work and reports, tutorials, practical, industrial attachments and any

other form of academic assessment approved by the University Senate.

- b) All coursework shall be examined within the University Academic Calendar as approved by the University Senate.
- c) The candidate shall ascertain the nature of the assessment requirements for each unit or course from the Faculty/Institute or School concerned.
- d) The candidate shall attempt the coursework within the set timelines and in an appropriate manner as prescribed by the Faculty/Institute or School concerned.
- e) Copying or plagiarism in coursework shall be treated as an examination offence and the candidate will be summoned to appear before the relevant University's Disciplinary Committee.

4 EXAMINATIONS TIMETABLE

- a) The examinations shall be held on dates, time and venue specified in the timetable for each semester.
- b) Misreading of the examination timetable shall not be an admissible cause for missing an examination.
- c) University examinations shall be given the highest priority over any other external examination(s) at all times

5 EXAMINATION VENUE

- a) Candidates shall sit their examinations at such centres/venues as specified by the University Senate from time to time through the examination timetables.
- b) It shall be the duty of each candidate to ascertain the time and the venues specified for examination(s) and present themselves for such examinations.
- c) A candidate who is physically or medically challenged shall, be examined under conditions taking into account his/her particular challenge(s).
- d) Wilful disarrangement of the examination venue shall constitute an examination offence.
- e) Candidates shall report to the invigilator any writing on the desks and walls within their vicinity before commencement of the examination otherwise they shall be considered to be in possession of the same.

6 ROLES OF THE INVIGILATOR

Invigilators shall have the authority to among others;

- a) Ensure order by Directing the admission, random seating, and identification of candidates and signing of examination attendance register.
- b) Announce when the candidates should turn over the paper, start and stop writing and the time allowed for the paper.
- c) Search and confiscate any unauthorized material or aid brought to the examination room and
- d) Expel from the examination room any candidate(s) who create(s) any disturbance(s).
- e) Submit to the CoD
- f) CASES OF Examination irregularity identified
- g) Take custody of all filled and unused answer booklets as well as restrict any movement of candidates during the examination session

7 CONDUCT OF THE CANDIDATE

- a) Candidates shall display identification documents conspicuously on the examination desk for the duration of the examination.
- b) On turning over the question paper, candidates must check to ensure they are in possession of the right question paper and any other materials as authorized.
- c) Candidates shall read and abide by the instructions on the front page of the answer booklets.
- d) 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, self-powered, noiseless and non-programmable.
 - (ii) Be devoid of audible alarms and operation manuals.
- e) Candidates must not carry to the examination room, electronic devices such as mobile phones, MP3 players, iPods, Blue Tooth facilities and such other related gadgets.
- f) No candidate shall be allowed to enter the examination room thirty minutes after the commencement time.
- g) Any candidate who arrives late shall NOT be given any extra time.
- h) Candidates, once seated in their respective positions, shall not move around in the examination room.
- i) No candidate shall communicate, whatsoever, with another candidate in the examination room.

- j) Candidates will not be allowed to bring any food or drink into the examination room.
- k) Smoking shall not be allowed in the examination venue or its vicinity.
- l) Wilful disruption of examinations by any candidate shall constitute an examination offence.
- m) No candidate is allowed to leave the examination room without the permission of the Invigilator.
- n) A candidate who completes an examination early may be permitted to leave the examination room after handing over their script to the invigilator but such a candidate may NOT re-enter the examination room.
- o) No candidate shall be allowed to leave the examination room during the first one hour and the last thirty minutes of the examination.
- p) No candidate shall continue writing after the invigilator has announced the expiration of the time specified for the writing of the examination.

8 EXAMINATION MATERIAL

- a) A candidate shall not bring to an examination room any written or printed material except by direction of the examiner.
- b) When an examination is designated "Open Book" candidates may take into the examination room any written or printed material including books, acts and lecture notes.
- c) Where an examination is designated "Restricted Book", candidates shall take into the examination room only materials specified by the examiner, and those material shall not be annotated, written or typed upon or otherwise marked.
- d) 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 maybe annotated, written or typed upon or otherwise marked in a relevant or contextual manner.
- e) No material taken into the examination room as provided in clauses b), c) and d) may be attached to the examination script and submitted for marking as part of the examination.
- f) All papers used during the examination including unused answer booklets must be handed to the invigilator before the candidate leaves the examination room.



- g) Where material is permitted under items (c) and (d) above, the invigilator(s) shall check the material brought into the examination room at the commencement of the examination.
- h) Mathematical tables and other data books shall be allowed into examination venues under conditions prescribed by the examiner(s) and they should not contain any additional notes.

9 EXAMINATION IRREGULARITY

- a) Examination irregularities shall be considered to arise from actions by the candidate aimed at giving them an unfair advantage in an examination or assessment.
- b) Ignorance of the examination regulations by the candidate shall not be used as a defence.
- c) For the purposes of these regulations, an examination offence/irregularity shall include but not be limited to the following;
 - (i) 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.
 - (ii) Being in possession of unauthorized material and/or taking into examination rooms, written materials on clothes, parts of the body, clipboards, writings on adjacent walls, desks, tables, bags; electronic devices, such as mini computers, calculators, smart watch, cell phones, Bluetooth devices, invisible ink.
 - (iii) Being in possession of any writing or drawings or other work during an examination other than the answer booklet.
 - (iv) Possession of answer scripts belonging to another candidate.
 - (v) Circulating/exchanging/issuing unauthorized written, electronic or any other material to other candidates during an examination.
 - (vi) Communicating orally or through gestures with other candidates during the examination.
 - (vii) Failures to submit used and/or unused examination answer booklet(s) to the invigilator.
 - (viii) Continuing writing even after the invigilator has announced the expiry of time allocated for the examination.
 - (ix) Carrying another candidate's examination answer booklet out of the examination room.

- (x) Destroying evidence which may be used as proof of an examination irregularity.
- (xi) Threatening, intimidating or obstructing invigilators from carrying out their duties in an examination room.
- (xii) Wilful disruption of examinations attributable to a candidate's behaviour during University examinations.
- (xiii) Presenting oneself in the examination venue under the influence of alcohol and/or substance abuse.
- (xiv) Smoking and drinking alcohol in the examination room.
- (xv) Conspiracy to impersonate or be impersonated by another during the examination.
- (xvi) Impersonation of another during the examination.
- (xvii) Presenting an invalid examination card to the invigilator.
- (xviii) Possession and presenting a forged examination card.
- (xix) Presenting oneself for an examination in a unit one has not duly registered for.
- (xx) Sitting an examination without payment and proof of requisite fee and/or without authorised approval to sit for exams.
- (xxi) Committing an irregularity that attracts suspension after serving a previous suspension.
- (xxii) Committing an irregularity that attracts a warning letter after receiving two previous warning letters.
- (xxiii) Presenting for examination the work of another person(s) without acknowledgement with intent to deceive.
- (xxiv) Writing on examination question papers.
- (xxv) Availing an answer booklet to another candidate.
- (xxvi) Threatening, intimidating or harming other candidates during an examination.
- (xxvii) Refusal to write a statement after being asked to do so by the invigilator following a suspected examination irregularity.
- (xxviii) Boycotting or inciting candidates to boycott an examination.

d) Any complaint that a candidate has committed an examination offence shall be referred to the Students Examination Disciplinary Committee of Senate.

10 PROCEDURE OF REPORTING EXAMINATION IRREGULARITY

- a) When an Invigilator suspects that a candidate has committed an examination irregularity or irregularities, other Invigilators shall

- be consulted and the candidate shall be informed that a report shall be submitted to the Deputy Vice Chancellor (AA/ R&I).
- b) The Invigilator shall, if possible, confiscate the material that is suspect, but the candidate shall be allowed to complete writing the examination upon signing the Incidence Report Form.
 - c) The candidate shall, at the end of the examination paper, be asked to make a written statement to be submitted to the Deputy Vice Chancellor (AA, R&I) by the Invigilator.
 - d) The Invigilator and the Chief Examinations Officer shall make a full report on the incident to the Deputy Vice Chancellor (AA, R&I) through the Dean of Faculty/School/Institute immediately after the examination.

11 DISCIPLINARY PROCESS

- a) The Examinations Disciplinary Committee of 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 irregularity and the time and place of hearing. He or she shall be invited to submit his/her written response to the charges and shall be required to attend the hearing. Failure to attend the hearing shall not deter the Committee from determining the case against the candidate.
- b) Senate shall have power, which it may delegate to its Examinations Disciplinary Committee, to take all or any of the following actions in 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.
- c) 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), 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 the students course any subjects or to impose both those penalties.

- d) A candidate may appeal to the Vice Chancellor against any decision of Senate or its Disciplinary Committee 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.

12 ENQUIRIES

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

13 EXEMPTION FROM EXAMINATIONS

- a) 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 question. Cases occurring during the sitting of an examination shall be referred to the Chief Medical Officer.
- b) Cases of sickness shall not be considered in retrospect.

14. SCHEDULE OF PUNISHABLE EXAMINATION OFFENCES AND APPLICABLE PENALTIES

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:

- a) 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 in this guide.
- b) The interpretation of examination regulations and the offences and penalties thereof, shall rest with Senate.



-
- c) 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.
 - d) 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.
 - e) Candidates found guilty of an examination offence are encouraged to seek counselling.



Table 1: Schedule of offences and applicable penalties N/B All penalties listed against each offence shall apply.

	Offence	Penalty
1	<ul style="list-style-type: none"> i. Possession of and/or copying from unauthorized material during the examination. ii. Possession of and/or use of electronic gadgets brought to the examination venue by the candidate or by other person(s). 	<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 unit in which the offence was committed. iii. A written warning.
2	Circulating and/or exchanging and/or issuing unauthorized written, electronic or any other material to other candidates during an examination.	<ul style="list-style-type: none"> i. Cancellation of the candidate's examination results in the unit concerned. ii. Expulsion from the University of the Candidate involved.
3	Communicating orally or through gestures with other candidates during the 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.
4	Continuing writing even after the invigilator has announced the expiry of time allocated for the examination.	<p>i. Cancellation of the candidate's examination results in the unit concerned.</p> <p>ii. The candidate shall be deemed to have failed the unit.</p> <p>iii. A written warning.</p>
5	Failure to submit used and/or unused examination answer booklet (s) to the invigilator.	<p>i. Cancellation of the candidate's examination results in the unit concerned.</p> <p>ii. Suspension from the University for one academic year/stage and on re-admission, repeat the unit in which the offence was committed.</p> <p>iii. A written warning.</p>
6	Possession of answer booklet belonging to another candidate	<p>i. Cancellation of all the examination results for the candidate involved for the particular semester.</p> <p>ii. Suspension from the University for one academic year/stage and on re-admission repeats internally the year/stage of study in which the offence was committed.</p> <p>iii. A written warning.</p>
7	Destroying evidence which may be used as a proof of an examination irregularity.	<p>i. Cancellation of the Candidate's examination results in the unit concerned.</p> <p>ii. Expulsion from the University.</p>
8	Threatening, intimidating and/or	<p>i. Cancellation of the Candidate's examination results in the unit</p>

	obstructing invigilators from carrying out their duties in an examination room.	concerned. ii. Expulsion from the University.
9	Wilful disruption of examinations attributable to a candidate's behaviour during University examinations.	i. Cancellation of the Candidate's examination results in the unit concerned. ii. Expulsion from the University
10	Presenting oneself in the examination venue under the influence of alcohol and/or substance abuse.	i. Immediate removal from the examination room. ii. To re-sit the examination as a supplementary examination. iii. A written warning.
11	Smoking and taking foods and alcoholic drink(s) in the examination room.	i. Immediate removal from the examination room. ii. Cancellation of the Candidate's examination results in the unit concerned iii. Re-sit the examination as a supplementary examination. iv. A written warning.
12	Conspiracy to be impersonated and/or impersonation of another candidate(s)	i. Cancellation of the candidate(s) examination results in the unit concerned.

	during the examination.	ii. Expulsion from the University for the candidates involved.
13	Presenting an invalid examination card to the invigilator	<p>i. Cancellation of the Candidate's examination results in the unit concerned</p> <p>ii. The candidate shall be deemed to have failed the unit.</p> <p>iii. A written warning</p>
14	Possession and/or usage of another candidate(s) Exam card	<p>i. Cancellation of the Candidate's examination results in the unit concerned.</p> <p>ii. Suspension from the University for one academic year/stage and on re-admission, repeat the unit in which the offence was committed.</p> <p>iii. A written warning</p>
15	Possession of a forged examination card.	<p>i. Cancellation of all the examination results for the candidate involved for the particular semester.</p> <p>ii. Suspension from the University for one academic year/stage and on re-admission, repeat internally the stage of study in which the offence was committed.</p> <p>iii. A written warning.</p>

16	Presenting oneself for an examination in a unit (s) he has not duly registered.	<p>i. Cancellation of the candidate's examination results in the unit concerned.</p> <p>ii. A written warning.</p>
17	Sitting examinations without payment of requisite fee.	<p>i. Cancellation of the candidate's examination results in the unit concerned.</p> <p>ii. A written warning.</p>
18	Committing an irregularity that attracts suspension after serving a previous suspension.	<p>i. Cancellation of the candidate's examination results in the unit concerned.</p> <p>ii. Expulsion from the University.</p>
19	Committing an irregularity that attracts a warning letter after receiving two previous warning letters.	<p>i. Cancellation of the candidate's examination results in the unit concerned.</p> <p>ii. Suspension from the University for one academic year/stage and on re-admission, repeat the unit in which the offence was committed.</p> <p>iii. A written warning.</p>
20	Presenting for examination the work of another person(s) without acknowledgement with intent to deceive.	<p>i. Cancellation of the candidate's thesis or the examination results in the unit concerned.</p> <p>ii. Suspension from the University for one academic year/stage and on re-admission, repeat the unit/thesis in which the offence was committed.</p>

		<p>iii. Withdrawal of award for graduates.</p> <p>iv. A written warning.</p>
21	Involvement in leakage of examinations	<p>i. Cancellation of the candidate(s) examination results in the unit concerned.</p> <p>ii. Expulsion from the University for the Candidates involved.</p>
22	Writing on examination question papers.	A written warning
23	Availing or intentional displaying an answer booklet to another candidate.	<p>i. Cancellation of the candidate's examination results in the unit concerned.</p> <p>ii. Suspension from the University for one academic year/stage and on re-admission, repeat the unit in which the offence was committed.</p> <p>iii. A written warning.</p>
24	Threatening, intimidating or harming other candidates during an examination.	<p>i. Cancellation of the candidate's examination results in the unit concerned.</p> <p>ii. Suspension from the University for one academic year/stage and on re-admission, repeat the unit/thesis in which the offence was committed.</p>




		iii. A written warning.
25	Refusal to write a statement after being asked to do so by the invigilator following a suspected examination irregularity.	<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 unit in which the offence was committed.iii. A written warning.
26	Boycotting an examination.	<ul style="list-style-type: none">i. Failure in the unit.ii. A written warning.

DECLARATION

I..... REG.NO.....

DEPARTMENT.....FACULTY/SCHOOL.....

...

ID No Declare that I have
read the regulations governing of examinations at Multimedia
University, and understood their content and meaning. I
undertake to abide by them.

Signed:

.....

Date:

Programme:

.....



APPROVAL

TITLE: University student's common examination regulations

CONTACT: Deputy Vice Chancellor, Academic Affairs, Research and Innovation

APPROVAL AUTHORITY: The University Council

SIGNED:


.....

Amb. Prof. Festus Kaberia, Ph.D, OGW.
Vice Chancellor/ Secretary to the Council


.....

Date


.....

Prof. Johnstone Mutisya Kiamba.
Chairman of Council


.....

Date