

NYARKOTEY UNIVERSITY COLLEGE OF HOLISTIC MEDICINE

&

TECHNOLOGY (NUCHMT)



EXAMINATION POLICY

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Examination Policy

The Nyarkotey University College of Holistic Medicine and Technology conducts one main examination at the end of each semester and a mandatory mid-semester. This main end-of-semester examination comes on immediately after all academic lectures end and students are allowed a week's revision of courses delivered over that semester. All students are supposed to attend and write examinations scheduled for them at the due date and time.

Eligibility to Write Examinations

Only students who have completely paid their school fees

All/Any student given clearance by the accountant

All students who have their continuous assessment and 75% class attendance and have paid their school fees

Duly registered students shall be allowed to write their examinations. If a student has paid the fees but has not registered, he/she is not eligible to write the examinations.

A student who has registered and attended lectures for an approved course regularly over the required period

Must not be a student under suspension or dismissed from the University College

Supplementary Examination and Re-sits

Students who have failed a paper will re-register for that course at a cost to enable them write at a time stated by the University College. The re-sitting of a failed paper is marked only for a pass grade. Students who have failed and are taking a re-sit cannot score beyond a "C" grade.

Other categories of students who may take Supplementary/Re-sit Examinations

Permission may be granted to other students who did not take a paper during the examination period thus had outstanding examination to take. These students will re-register (at a cost) at the registry and be allowed to write the outstanding paper(s) with the re-sit students. These students may have missed the examination on the grounds of:

- i. Ill-health with proven medical report from a competent medical practitioner
- ii. Death of nuclear family members
- iii. Permission granted by the Schools and endorsed by the Dean of Students' Affairs, Head of Department(s) or Vice President/Rector
- iv. Stoppage due to appeal for reassessment caused by unsatisfied results or through auditing of a course
- v. Any other reasons the University College considers permissible

The University College must be satisfied with the reasons for missing an examination before granting a student the chance for a supplementary/re-sit. Where a supplementary/re-sit is denied or not possible, a student would be required to repeat the class: attend teaching sessions, complete all the assessment requirements associated with the subject within one year to redeem him or herself. All other information about examinations would be made available to students as and when appropriate.

1. EXAMINATION RULES AND REGULATIONS:

Instructions to Students:

- ✓ A student who does not fulfill the continuous assessment requirement of the course does not qualify to take the end-of-semester examination in that course.
- ✓ It is the responsibility of the student to find the examination room well in advance and to be seated, at least, fifteen minutes before the commencement of any examination paper.
- ✓ No student shall enter the examination hall until he/she is invited or requested to enter the examination hall.
- ✓ A student arriving 30 minutes after the start of a paper may be refused entry into the examination room.
- ✓ No student will be allowed to leave the examination room during the first hour and the last 30 minutes of the period allowed for a paper. Concession may be granted on the merit of each case by the Examination Officer in charge or the relevant authority.
- ✓ Students are required to use their index numbers, written in full on the answer booklets throughout the examination.
- ✓ Under no circumstance must a student's name be written on any part of the answer book provided. Students who fail to comply with this regulation will be sanctioned and their results may be withheld or the paper cancelled.
- ✓ Students will not be permitted to write an examination without showing the University College Identity Card or any other School approved document to the invigilator.

- ✓ Any student leaving the examination room and intending to return must be accompanied, while outside the examination room, by an attendant.
- ✓ Students may be required at any time to establish their identity and financial clearance. It shall be an offence for a student/candidate to sit any examination without valid documentation or financial clearance from the accountant.
- ✓ A student who is suspected of hiding unauthorized material on him/her person may be asked by the invigilator to submit for a body check. Refusal to submit to such is regarded as a misconduct for which appropriate sanctions would be applied.
- ✓ Students must go into the examination hall with their own pens, pencils, erasers, rulers and other items needed during the examination, and must not ask for such from another student without an invigilator's approval.
- ✓ Students must conform to the dress code specified or they may be asked to leave and come back only after they have dressed appropriately.
- ✓ No document of any kind including books, prepared notes, or papers of any kind (pieces and whole) is to be taken into the examination room or used during in the examination hall unless otherwise specified.
- ✓ No document must or be kept in the washroom or anywhere that the student would have access to during the examination.
- ✓ No student or candidate shall substitute an answer script/booklet prepared outside the examination room/hall for the one already given for the purposes of the examination or the one submitted to the invigilator at the end of the examination.
- ✓ Smoking, drinking, eating, shouting and other forms of noise making is not allowed in the examination room.

1. a). There shall be no communication whatsoever (verbal or non- verbal) between students during the examination. A student may attract the attention of the invigilator by raising a hand, but not the attention of another/fellow student by any form of communication.

(b) Communication gadgets including, mobile phone, computers, laptops, MP3/4, radio, programmable calculator, etc. are not to be taken into the examination room. Failure to comply with this regulation may lead to confiscation of the gadget and the cancelation of the results of that paper.

(c) Students are not allowed to take their handbags, book backs, backpacks, files, etc. into the examination hall or place them close to where they are sitting.

(d) A student shall not pass or attempt to pass any information or document to another student before, during or even after the examination.

e) Any irregular conduct on the part of a student such as copying from another student or from prepared notes may result in the cancellation of his/her examination paper and/ or a more severe penalty including rustication and dismissal.

f) Students should not remove from the examination room any unused material (e.g. answer booklets or parts thereof, supplementary answer sheets, graph sheets, drawing paper) supplied for the examination. However, students may retain their question papers unless the rubrics state otherwise.

(g) A student who finishes an examination ahead of time may leave the examination room after surrendering his/her answers booklets. The student shall not be allowed to return to the examination room thereafter.

h) At the end of each examination, students should ensure that their answer booklets are collected by the invigilator.

i) Students should in no way interfere with the stapling of answer booklet(s). Any complaints about the answer booklet(s) should be brought to the attention of the invigilator.

j) A student who fails to present himself/herself at an examination without satisfactory reason(s) shall be deemed to have failed the examination. Reasons for being absent from any paper, such as any of the following, shall not be entertained:

- misreading of Examination Timetable
- forgetting the date or time of examination
- inability to locate the Examination Hall
- inability to rouse oneself from sleep in time for the Examination
- loss of a relation
- religious or faith-based activities (e.g. fasting)
- pregnancy complications (without a medical report)

k) A breach of any of the foregoing regulations made for the conduct of University Examinations may attract one or more of the following sanctions:

- a reprimand
- loss of marks
- cancellation of results
- withholding of results for a period

In addition to (smoking page), Grade Z (Examination malpractice) shall be awarded whenever it is established that a student had attempted to gain an unfair advantage in an examination. Further sanction may include:

- being barred from the University College Examinations indefinitely
- suspension from the University College for a period to be determined by the disciplinary committee
- expulsion from the University College

3. SUMMARY EXAMINATION MALPRACTICES

These are examination malpractices that attract various forms of sanctions:

- Having prior knowledge about examination questions with or without marking scheme.
- Having access to examination questions with or without marking schemes and distributing them.
- Make effort to gain unfair advantage from lecturers, attendants, other students and any relevant personality about the examination.
- Gaining undue information on examination before, during and after.
- Breach of any examination regulations and instructions.
- Undue communicating with another student.
- Possession of printed material (relevant or irrelevant) or written information of any kind except for those allowed by the rules of a particular examination.
- Refusal to follow or obey the instructions of the invigilator.
- Refusal to cooperate with the invigilator.
- Copying from prior prepared notes or from another student.
- Discovery of any printed or written unauthorized material on any part of the body.
- “Girrafing” or looking over another student’s shoulder to get access to what he/she is writing.
- Talking to a fellow student with intention to cheat.
- Unauthorized tampering with examination booklets and accessories.
- Exchanging question papers with answers (partly or fully written) in the examination hall.
- Positioning answer scripts at points that can be assessed by another student to copy the contents
- Challenging, being rude, violent or struggling with invigilator in the examination hall.
- Having prior knowledge to examination grades.
- Having prior knowledge to examination and illegally communicating such to others
- Impersonate another student/candidate
- Procure or induce another person to sit for him/her
- Use false documents in relation to eligibility to sit University examinations
- Sit or attempt to sit an examination without authority.
- Deliver to the Examiner’s office or residence an examination script/booklet outside the scheduled time for examination
- Fraudulently give or receive examination papers/questions which have been illegally procured or made available
- Fraudulent access or attempt to access examination questions before the examination is due or payment for or inducing another person to illegally procure or make available examination questions papers.

4. DEALING WITH EXAMINATION MALPRACTICES

4.1 In the event of any of these examination malpractices, a student/candidate who is apprehended will have his identity recorded immediately. The materials should be taken away as soon as they are found and kept as exhibits. The invigilator shall present both verbal and written note on the examination misconduct or malpractice to the chief invigilator who will communicate this to the examination officer and the Academic Affairs Office as instance of breach of examination regulations.

4.2 A constituted Examination Disciplinary Committee will review the examination reports particularly those in connection with malpractice and recommend necessary action to the Academic Board.

4.3 The sanctions that shall be recommended will include but not limited to:

- barring student from taking examination for a period
- repeating a class
- payment of a cash penalty
- loss of examination marks
- withholding of examination results for a period
- award of grade "X"
- dismissal or suspension

Depending upon the gravity of the offence, the sanctions may be applied singularly or in combination. Application of sanctions would be based on the recommendation of the Disciplinary Committee; but the final decision shall be sanctioned by the Academic Board and/or President.

Signed

President

December 11, 2023