



## **Regulations for Handling Examinations Marks**

**Approved by Senate Meeting on 27<sup>th</sup> December 2016**

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### **I. Introduction**

The main objective of developing regulations for handling examination marks is to ensure that there a commonly understood process for handling marks. This will also ensure that marks and academic decisions are kept in the appropriate units, their integrity is maintained and they will be available as and when required. The Guidelines will also ensure that Senate receives regular reports on the performance in examinations by the students in the different Colleges.

### **II. The process**

- The Lecturers or module leaders, after marking examinations shall submit the marks to the HoD.
- The HoD shall coordinate the compilation of marks for presentation to School Council.
- During deliberation in the School Council, the HoD shall incorporate in the results the recommendations of the School Council in line with University regulations.
- Dean of School shall oversee the compilation of the marks and the decisions for presentation to the College Academic Council.
- The Dean shall also prepare a report, for the College Academic Council, on the general performance of the School in the examinations.
- The College Academic Council shall deliberate and approve the marks and recommendations from the School.
- After deliberations at the College Academic Council, the Schools shall be given not more than two working days to incorporate recommendations by the College Academic Council and submit to the Principal.
- The final results shall be endorsed/signed by the Dean, College Registrar and Principal. Statement of results shall be signed by the Dean and Registrar.
- The approved results shall the be handed over to the College Registrar, in both hard and soft copy.
- No changes shall be done to the approved marks without the approval of the Principal.
- Appeals must be handled within the period stipulated in the Academic Calendar and according to the academic regulations. Appeals beyond the stipulated period shall not be considered.
- The approved amendments shall be forwarded to the College Registrar as an addendum to the original marks.
- The College Principal shall prepare a general examinations performance report of the College for presentation to the University Senate.
- The College Registrar shall submit annual approved results to the University Registrar in hard and soft copy for record purposes.
- Any changes to the marks that are not within the prescribed process shall be considered illegal and anyone involved in tampering with results or unauthorized changes shall be held accountable and shall face disciplinary action.

  
**Professor Nelson JUMBA**  
**Deputy Vice Chancellor for academic Affairs and Research**



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