

LAKE MALAWI ANGLICAN UNIVERSITY (LAMAU)



EXAMINATION AND ASSESSMENT POLICY

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Policy Name: Examination and Assessment Policy

Effective From: 2015

Responsible Officers: Principal, Dean of Students Affairs, Head of Department, Registrar

Who is subject to this policy: All University students, and academic staff members

Related Policies: All University academic policies

Revision History: Not Applicable

1.0. Policy Statement

- 1.1. The Colleges of the Lake Malawi Anglican University (LAMAU) are committed to ensuring that all examination and assessment practices are conducted fairly and equitably in line with National Council for Higher Education policies and individual awarding body requirements.
- 1.2. It is the responsibility of everyone involved in examination and assessment processes at the Colleges of the Lake Malawi Anglican University to read, understand and implement this policy.

2.0. Scope

- 2.1. This policy applies to all students of the Lake Malawi Anglican University seeking assessment and/or examination certification and staff involved in and/or responsible for managing that assessment.
- 2.2. For the purpose of this policy, **coursework** is defined as any piece of assessed work whose mark contributes to the final grade of a course undertaken at the Colleges of LAMAU. **Course assessment** is defined as any piece of assessed work whose mark does not directly contribute to a final grade of a student.
- 2.3. This policy will be reviewed every four years and/or as and when a need for such exercise arises.
- 2.4. The purpose of assessment is to establish the extent to which students have fulfilled the objectives of their major concentration and demonstrated their knowledge and understanding of the various components which constitute it.
- 2.5. Students have satisfied the conditions for progression from one semester of a course to the following semester, or
- 2.6. Students have attained a standard appropriate to the level of award sought
- 2.7. Students assessment may take a variety of forms appropriate to the course. These include:
 - 2.7.1. Written Examination;
 - 2.7.2. Practical or Laboratory examinations;
 - 2.7.3. Oral Examinations;
 - 2.7.4. Project assessment;
 - 2.7.5. Assessment of dissertations or theses;
 - 2.7.6. Continuous assessment; and
 - 2.7.7. Other approved forms of testing.
- 2.8. Final exams are usually given at the end of all courses, except in predominantly laboratory/clinical courses

2.9. Exams may not be given during the last week of classes or during study week.

2.10. Exams may not exceed the scheduled length of 3 hours.

3.0. Aim

3.1. The main aim of this policy is to ensure that planning and management of examinations and assessment is conducted efficiently and in the best interest of candidates with clear guidelines for all staff and students.

4.0. Examination Responsibilities

4.1. **The Principal** has overall responsibility for the College as an examination centre, at which he or she is the Principal. The Principal is responsible for:

4.1.1. Ensuring that all staff and students are familiar with the policy;

4.1.2. Ensuring that quality assurance procedures effectively monitor the quality of formative assessment and coursework assessment.

4.1.3. Monitoring the quality of examination organization and that effective arrangements are in place to ensure equality of access to examination and assessment.

4.2. **The Deans of Faculty** are responsible for the management of examinations and the provision of accurate data on examination results. They will:

4.2.1. Manage the administration of examinations and analysis of exam results.

4.2.2. Advise Heads of Department, Lecturers and relevant support staff on end of semester examination timetables and procedures as set by the various examination boards in partnership with the University.

4.2.3. Publish annual calendar for all examinations in which the candidates will be involved.

4.2.4. Ensure that candidates are informed of and understand those aspects of the time and place of any examinations they need to sit.

4.2.5. Consult with Heads of Department to ensure that necessary coursework is completed on time and in accordance with these guidelines.

4.2.6. Provide and confirm detailed data on estimated entries.

4.2.7. Receive, check and store securely all examination papers and completed scripts.

4.2.8. Identify and manage examination timetable clashes.

4.2.9. Account for income and expenditures relating to all examination costs/charges.

4.2.10. Maintain systems and processes to support the timely entry of candidates for their examinations.

4.2.11. Organize the recruitment, training and monitoring of a team of examination invigilators responsible for the conduct of examinations.

4.2.12. Arrange for dissemination of examination results and certificates to candidates and

forward, in consultation with the Dean of faculty, any appeals/re-mark requests.

4.2.13. Liaise with the Registrar regarding the setting up of rooms for examinations.

4.3. Heads of Department are responsible for:

- 4.3.1. Ensuring compliance with this policy.
- 4.3.2. Additions or removals from candidate lists.
- 4.3.3. Ensuring that the current specification for a course is being taught.
- 4.3.4. Ensuring all students in their care are aware of the requirements of coursework and external examination and that they are properly prepared.
- 4.3.5. Guidance of candidates who are unsure about examination entries or amendments to entries.
- 4.3.6. Ensuring that all coursework is marked and submitted in accordance with the requirements published by the University as an awarding body.
- 4.3.7. Involvement in post results procedures and offering advice and guidance to students.
- 4.3.8. Ensuring that learner outcomes from examinations are effectively analysed and appropriate improvement actions put in place where needed.
- 4.3.9. Accurate and timely completion of coursework mark sheets and declaration sheets.
- 4.3.10. Standardization and verification processes for all coursework and controlled assessments including the authentication of the work.
- 4.3.11. Ensuring that any specification changes are checked with the ICT officer.
- 4.3.12. Referral to Faculty Committees where appropriate.

4.4. The Finance officer is responsible for ensuring that all candidates writing exams have paid their fees..

4.5. Subject teachers are responsible for the submission of candidates names to their Head of Department.

4.6. The Examination team is responsible for:

- 4.6.1. Liaison with the Heads of Department and ICT officer.
- 4.6.2. Arrangements relating to examinations and coursework.
- 4.6.3. Applying for special consideration for candidates in liaison with Heads of Department and Senior Lecturers.
- 4.6.4. Input of data.
- 4.6.5. Communication with the awarding bodies.
- 4.6.6. Posting of examination papers if need be.
- 4.6.7. Post- results procedures in conjunction with Heads of Deapartment.

4.7. Senior Invigilators/Invigilators are responsible for:

- 4.7.1. Collection of examination papers and other material from the Examinations office before the start of the examination.
- 4.7.2. Ensuring rooms are equipped correctly.
- 4.7.3. Collection of all examination papers in the correct order at the end of the examination and their return to the Examinations office.
- 4.7.4. The timely start and end of examinations.
- 4.7.5. Ensuring that examinations are conducted in accordance with the University's regulations.
- 4.7.6. Assisting in the provision of access arrangements as and when required to meet individual student needs.

4.8. The Candidates or Students are responsible for:

- 4.8.1. Informing the examination office of any individual needs, for example dietary or religious requirements during examination periods.
- 4.8.2. Checking their examination entries and timetable carefully and notifying the examination office of any discrepancies.
- 4.8.3. Reading all the examination notices and information for candidates and adhering to those regulations.
- 4.8.4. Providing appropriate supporting evidence in cases where they are unable to attend an examination or complete an assessment.
- 4.8.5. Punctual attendance at examinations and ensuring they arrive with the necessary equipment.
- 4.8.6. Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

4.9. The Colleges of the University will not provide additional remuneration for any teacher who conducts external examination assessment for any student who is a member of the College.

4.10. The College will only operate as an examination centre for other organizations, or accept entries from external candidates, in exceptional circumstances and the arrangements of the Principal or any designated member of staff.

4.11. The minimum pass mark for the various forms of student assessment shall normally be 50% of the maximum marks available, i.e. equal to a grade of C-

4.12. Students may be assessed at a number of stages during the academic year. The normal assessments, other than continuous assessments, are;

- 4.12.1. End of semester examinations

- 4.12.2. Mid-semester examinations
 - 4.12.3. Special examinations
 - 4.12.4. Differed Examinations
 - 4.12.5. Supplementary examinations
 - 4.12.6. Tests and quizzes
- 4.13.** The percentage awarded for all elements of a course shall be as specified in the course outline for that course.
- 4.14.** Planning, organizing, setting of examination papers, determining academic standards and results and the conduct and monitoring of assessments shall be the responsibility of the Office of the Academic Dean of the University.

5.0. Control of Examinations

5.1. Examiners

- 5.1.1. The Examiners of the relevant College shall be the following:
- a) Such members of the teaching staff of the University as appointed by Heads of Department.
 - b) The external examiners
- 5.1.2. At least one External Examiner shall normally be appointed in each course or group of courses studied by candidates for Diplomas and Degrees of the University.
- 5.1.3. An External Examiner must be duly qualified person who is not engaged in teaching in the University.
- 5.1.4. External Examiners of all Diplomas and Degrees shall be appointed by Senate on the recommendation of the Academic Courses Committee each year.

5.2. External Examiners

- 5.2.1. External Examiners shall be appointed every two years and shall not normally act for more than four consecutive years.
- 5.2.2. A former member of staff may not normally be appointed as an external examiner until at least three years have elapsed since leaving the University's appointment.
- 5.2.3. Details of the duties of External Examiner shall be those discussed and arranged between the Examiner and the relevant subject Head, subject to any rules or guidance as may be laid down from time to time by Senate.
- 5.2.4. Each External Examiner shall submit a short written report to the Vice-Chancellor on completion on his/her examining in which he or she shall comment on the general standard of the examination and on the performance of the candidates.

5.3. Examination Time-Tables

5.3.1. The Deans of Faculties shall be responsible for drawing up the timetable.

5.3.2. Examination timetable must be published not later than four weeks prior to the commencement of the final examination.

5.4. Examination Numbers

5.4.1. All students who enter for an examination must complete an entry form obtained from the Principal's office or his/her appointee.

5.4.2. The Registrar shall be responsible for the allocation of examination Numbers to candidates and for informing the candidates accordingly, not later than four weeks before the first examination.

5.5. Special Arrangements on Account of Religious Grounds

5.5.1. Special arrangements may be made by the Principal or his/her appointee to accommodate candidates who seek to have an examination date changed on religious grounds.

5.6. Setting of Examination papers

5.6.1. Question papers must be submitted by the internal Examiners to Head of Department, together with model solutions and marking schemes.

5.6.2. All examinations and examination papers must be distinguished by different and distinct titles.

5.6.3. All assessment materials set and prepared on behalf of the LAMAU shall be the property and copyright of the University.

5.6.4. All materials submitted by a candidate for assessment (except in circumstances where an industry-based project is involved) shall be the property and copyright of the University.

5.7. Invigilation

5.7.1. Each member of the academic staff shall be informed that one of his or her duties is to invigilate examinations.

5.7.2. The Deans of faculty will be responsible for drawing up a list of invigilators for each examination.

5.7.3. Internal Examiners must be present for the first 30 minutes of each examination paper for which they are responsible.

5.8. Examination Administration

5.8.1. There shall be a minimum of two invigilators per examination session in an examination room.

5.8.2. Each individual team shall have its Senior Invigilator who shall co-ordinate and oversee the invigilation.

5.8.3. An invigilator who defaults in his or her duties shall be guilty of professional misconduct.

5.9. Conduct of Examinations

5.9.1. Initial responsibility of Invigilators

- 5.9.1.1. The Principal or his/her appointee will ensure that the sealed papers reach the Senior Invigilator who, not later than 20 minutes before the start of the examination, will open the envelope and arrange for the distribution of the papers to the desks of the students by the invigilators.
- 5.9.1.2. The Invigilators will distribute answer sheets and any other approved items to each desk.
- 5.9.1.3. If for any reason an examination cannot start punctually, the Senior Invigilator shall note the actual time when it begins and ensures that the correct time is allowed for the paper.
- 5.9.1.4. The Principal or his/her appointee will supply each Invigilator with duplicate lists of candidates who have entered for each examination under his/her charge. Invigilators will then check that each candidate is in the proper seat and will strike out and write absent beside the names of any candidates who are absent. The top copy of these lists must be given to the Principal or his appointee, and the others must be placed in the envelopes with the scripts.
- 5.9.1.5. The Principal or his/her appointee will give the Senior Invigilator lists of candidates showing the location of seats.
- 5.9.1.6. Care shall be taken to ensure, as far as possible, that when two or more examinations are being held in one examination hall at any one session, the starting and finishing time of these examinations shall coincide.

5.10. Candidate Entry to the Examination Hall

- 5.10.1. Candidates must be punctual for the examinations at the time stated in the examination time table.
- 5.10.2. Candidates will be admitted to the examination hall not earlier than fifteen (15) minutes before the start of the examination.
- 5.10.3. Each candidate entering the examination hall is required to occupy the seat allotted to him or her.
- 5.10.4. No candidate will be permitted to enter the examination hall after half-an hour from the time the examination started, provided that the Senior Invigilator may dispense with this rule in any case where he or she is satisfied that the candidate had no opportunity of communicating with any student who had already left the hall.
- 5.10.5. All Lake Malawi University students should have identity cards when entering

examination rooms.

5.11. Examination Rules

- 5.11.1. Invigilators shall normally be an academic staff and is in-charge of enforcing examination rules and regulations as prescribed by the Senate.
- 5.11.2. Students shall not enter into the examination room with material other than pens, pencil, erasers and Bibles (in specified situations).
- 5.11.3. No handbags, clipboards, purses, mini-computer calculators, Ipads, Cell phones, paper magazines, sweaters, jackets and other items like lighters, matchboxes, e.t.c. are not allowed in the examination room.
- 5.11.4. It is not acceptable to take food or drink into the examination room.
- 5.11.5. Any person answering the call of nature must obtain permission from invigilators. Only one candidate will be allowed to go at a time and for a reasonable time.
- 5.11.6. Walking out of an examination room under protest disqualifies a student from that particular examination.
- 5.11.7. Invigilators shall collect all scripts at the end of the examination and count them to ascertain that they tally with the number of candidates who signed the attendance register before taking them out of the examination room.
- 5.11.8. It is an offence to take out of the examination room an answer book/sheets or part of it. The scripts shall be handed over to the Senior Invigilator who shall sign for the number of scripts received.

5.12. Absence or Leaving Examination Hall Because of Illness

- 5.12.1. Absences from final exams will not be excused except for sickness on the day of the exam or other causes approved by the Dean of Students Affairs.
- 5.12.2. If absence from a final exam is unexcused, the grade for the course is entered as “F”, if the absence is due to medical reasons or family emergency, the candidate applies for an “I” (incomplete) grade and endeavours to replace the “I” with a normal grade during the following semester.
- 5.12.3. Any candidate who is unable to attend an examination on account of illness, or other necessary cause must send a message to the Invigilator, must consult a Medical Officer/Clinical Officer as soon as possible, and must obtain an appropriate certificate testifying to the candidates inability to write an examination.
- 5.12.4. No candidate will be allowed to leave the examination hall before three-quarters of an hour from the start of the examination, except in cases of illness or other necessity. The Senior Invigilator may readmit a candidate who has left the

examination hall in case of illness or other necessity if satisfied that the candidate has not communicated with any unauthorized person.

- 5.12.5. The Senior Invigilator will report to the Principal or his appointee the name of any candidate who leaves early on account of illness and the time of leaving (for transmission to the examiners).

5.13. Practical Examinations

- 5.13.1. The running of practical and laboratory examinations shall be the responsibility of the Internal Examiners in the Departments concerned.

5.14. Adherence to Examination Time Limits

- 5.14.1. Candidates shall be warned of the time by the Senior Invigilator, including 30 minutes and 10 minutes before the end of the examination. Each examination hall must have a clock placed where it can be easily seen by all candidates.
- 5.14.2. Candidates must stop writing at the end of the time allotted for the examination.

5.15. Candidates Handling of Examination Papers and Supplementary Materials

- 5.15.1. Candidates must not bring blotting or rough paper into the examination hall.
- 5.15.2. Apart from the normal writing materials, students would be allowed to take into the examination room only such materials as specified on the examination paper and student should be notified before the examination of any such materials.
- 5.15.3. All answers must be written in the distributed answer sheets to which must be fastened any supplementary answer sheets.
- 5.15.4. Candidate must leave all answers, rough-work, and unused paper on their desks.

5.16. Delivery of the Completed Examination Script and spare Examination Papers

- 5.16.1. The Senior Invigilator will be responsible for distributing script sheets/books to the appropriate Internal Examiners who should sign for them as evidence that they have been received.
- 5.16.2. Spare question papers will be given to the appropriate Heads of Department who will send two copies each to the University Librarian and College Registrar.

5.17. Preservation of Examination Scripts

- 5.17.1. All examination scripts shall be preserved for a period of twelve (12) months following the Senate meeting by the respective Heads of Department.

6.0. Eligibility for Examinations

In order to be eligible for examinations in a given course, the students must have:

- 6.1.** Registered as a student of the Lake Malawi Anglican University in accordance with the rules and regulations of the University

- 6.2. Comply with course requirements for fees; attend not less than 75% of the required course attendances and attempted the required number of continuous assessment tests.
- 6.3. Ensure that they are familiar with coursework submission dates, examination dates and the location of the examination halls.
- 6.4. Students shall attend all assessments, including written examination, for the courses they have registered for during the semester and submit coursework for assessment as required. If there is a requirement for mandatory attendance in the case of certain elements, then these shall be specified in the course outline. In such cases the requirement for attendance shall be formally notified to the student at the commencement of the relevant semester.

7.0. Misconduct of candidates in Examination

The following are considered Examination Irregularities:

- 7.1. Smuggling unauthorized material (including any written or printed material that is generally or specifically prohibited such as cellular phones, radios, radio cassette player, computers, soft and alcoholic beverages and any other material as may be specified from time to time by the authorities) into the examination room.
- 7.2. Copying answers from any source in the examination room.
- 7.3. External assistance from any person in the examination room.
- 7.4. Indication of having prior knowledge of the examination questions.
- 7.5. Impersonating, or attempting to take the place of a valid candidate.
- 7.6. Improper behavior such as, noise making, disobeying supervisors, or behavior tantamount to disruption of peace in and around the examination room.
- 7.7. Substituting of scripts.
- 7.8. Time-related regulation, such as, starting before time, going beyond the stipulated time.
- 7.9. Possession of a cellular phone in the examination room.
- 7.10. Possession of forged documents such as, examination cards, answer sheets, in the examination room.
- 7.11. Causing disturbance in or near examination room, and any form of dishonesty, destruction, or falsification of any evidence or irregularity.
- 7.12. Faculty members are responsible for maintaining the integrity of the learning and testing process. They should explain at the beginning of each semester what would be considered an integrity violation in their courses. Special attention should be given to the subject of plagiarism.

- 7.13.** When a candidate is found cheating in an examination the Senior Invigilator shall confiscate or impound any evidence, get another invigilator to witness the alleged cheating and advise the candidate that until a final decision is made he or she is free to continue writing the examination if he or she so wishes.
- 7.14.** The Senior Invigilator shall write a report on the matter as soon as practicable and submit it to the Principal at light speed.
- 7.15.** The examination scripts related to the examination paper in which the candidate is alleged to have cheated shall not be marked before a decision is made and the candidate shall not be informed of the results of his academic performance before such a decision is made.
- 7.16.** Where an allegation of cheating is made after an examination has already been written then all the evidence shall be obtained in writing signed by the witness to the alleged cheating.
- 7.17.** The evidence together with a written report shall be sent to the Principal as soon as is practicable.

8.0. Disciplinary Action

- 8.1.** There shall be a Senate Academic Disciplinary Committee (SADC) which shall be chaired by the Vice-Chancellor.
- 8.2.** The SADC shall have sub-committees, one in each College which shall be chaired by the Principal and in which all Deans at the College shall be members and also the Head(s) of Department(s) concerned.
- 8.3.** When alleged cheating has been reported to the Principal, the Principal shall refer the case to the sub-committee which shall report back its findings to the Principal.
- 8.4.** The suspect shall be invited to present his side of the case to the sub-committee where persons who witnessed the alleged cheating shall be present as witness.
- 8.5.** The Principal shall consider the report made to him by the sub-committee and if he or she is satisfied with the guilt of the candidate proof beyond any reasonable doubt he or she shall have the power to impose a penalty on the candidate including the power to suspend or dismiss him or her.
- 8.6.** Any student found guilty of committing an examination irregularity may be subjected to any one or more of the following penalties:
- 8.6.1. Caution/Advice;
 - 8.6.2. Disqualification from the paper;
 - 8.6.3. Disqualification from the remaining examinations;
 - 8.6.4. Nullification of his or her examination results;

8.6.5. Discontinuity from the University;

8.6.6. Suspension for a specified period of time;

8.7. In case of dismissal from the University, the letter of dismissal shall be signed by the Vice-Chancellor or Principal. In all other letters of penalties the letters shall be signed by the Vice-Chancellor or the University's Registrar.

8.8. The automatic penalty for impersonification, substituting scripts, or being in possession of forged documents like examination cards, payment vouchers, answer sheet or forged signatures shall be dismissal from the University.

9.0. Appeal Procedure

9.1. There shall be a standing Appeal Committee which shall consist of all professors who are not Senetors which shall hear and decide on appeals against the decision of the Senate Assessment Committee refering and withdrawing students.

9.2. The Head of Department affected by the appeal or his/her nominee shall be invited as a witness.

9.3. The appellant student shall be heard on his/her normal appeal either orally or in writing and he or she shall bear cost of appealing for the purpose of being heard.

10.0. Examination and Assessments

Examination assessment in all Colleges of the Lake Malawi Anglican University shall be as follows:

10.1. Grades shall be considered by a Departmental Assessment Committee (DAC) meeting chaired by the Head of Department which shall pass them on to;

10.2. Faculty Assessment Committee (FAC) meeting chaired by the Dean of Faculty which shall pass them on to;

10.3. College Assessment Committee (CAC) comprised Heads of Departments and Deans of Faculties of the University chaired by the Principal, and shall pass them on to;

10.4. Senate Assessment Committee (SAC) chaired by the Vice-Chancellor.

11.0. Deferral of an Assessment

11.1. If an application for a deferral of an assessment is made by a candidate not later than one month prior to the shceduled date for that assessment, then the Dean of the Faculty or the Head of Department concerned may approve such a deferral without penalty. However, deferral is permitted only in certain courses that require more time to complete than the prescribed semester.

- 11.2. A Deferred Grade (DG) is recorded and no credit is given for the course, until the instructor formally replaces the DG with a normal grade on completion of the requirement.
- 11.3. If a candidate makes an application for a deferral of an assessment within one month prior to the scheduled date for that assessment, then the Dean of Faculty or Head of Department concerned may approve the deferral only in exceptional circumstances.
- 11.4. If approved, a DG is recorded until the deadline for submission of the final grade is met.

12.0. Assessment for Progression

- 12.1. Assessment for progression refers to the progress a student makes over the semester and the academic years. It also refers to the progress from one level of courses to another and higher level.

13.0. Prerequisites

- 13.1. Some courses are having prerequisites that are clearly stated in the curricula and syllabi.
- 13.2. These prerequisite must be passed before the higher course is taken.
- 13.3. In some circumstances as and when a candidate fails a prerequisite course, he or she may not be permitted to register for higher courses to which it was a prerequisite. However, in some cases, repetition of a prerequisite may be done concurrently with the higher courses. The Head of the Department must give a written explanation to the same effect.

14.0. Performance

- 14.1. A student who does not meet the required standards of academic achievement in a semester is placed under academic probation or is considered academically disqualified.
- 14.2. A student's performance in one semester determines the class load he or she may be permitted the following semester(s).

15.0. Passing a course

A Student to pass a course, he or she must:

- 15.1. Attend classes and participate in all class activities;
- 15.2. Complete and submit all assignments by the due date and each day missed shall attract 10% marks deduction in any assignment submitted late;
- 15.3. Write the end of semester examination;

- 15.4.** Complete the required **credit hours** in each course. A **credit hour** is equal to ten (10) contact hours between a Lecturer and students. Practicals will have one (1) credit hour;
- 15.5.** Gain at least 50% of the total possible marks awarded for continuous assessment and end of semester examinations.

16.0. Class Policy

- 16.1.** Each student is expected to attend all classes and to be punctual.
- 16.2.** Each student is expected to prepare for classes by reading assigned materials and bring questions for class discussions.
- 16.3.** Each student is expected to participate in the continuance assessment through quizzes in class and write reports as may be required by a Lecturer (2-3 pages).
- 16.4.** Each student is expected to sit for final examination as required by the University.

17.0. Method of Assessment and Grading System

- 17.1.** Students on regular or full time system are required to submit two (2) assignments for each course attempted during a semester.
- 17.2.** Students on distance learning system will be required to submit two (2) long and there may also be two (2) short assignments for each course attempted during a semester as may be planned by the Lecturer of the course. They will also be required to complete the modules assigned to them per semester. Number of modules per semester will depend on a course.
- 17.3.** Assigned book reading and review is mandatory for all students from second year and above, and it will constitute part of Continuous Assessment (CA).
- 17.4.** Candidates will be required to sit for a three (3) hour examination for each semester course attempted and they will attempt to answer four (4) questions.
- 17.5.** Class Examinations will be written at the end of each semester and shall be invigilated by assigned invigilators from the College in which the concerned students belong who shall ensure that they invigilate in accordance with the approved rules and regulations guiding examinations.
- 17.6.** To be accepted to sit for an examination, candidates should have submitted all required course work assignments. They should also have met all registration requirements of the University.
- 17.7.** Final overall assessment of a course Grade is weighed/measured on:
 - Course work- 40%
 - Final Examination- 60%

Student performance for each semester attended shall be assessed on the basis of grade points for each semester credit from which shall be computed a Grade Point Average (GPA). Decision to award a pass, marginal and undoubted failure in a course is based on letter grades interpreted from the percentage mark ranges as shown below:

Assessment Criteria for Individual Courses

Range of Marks	Letter Grade for Course	Grade Points for Course	Qualitative value of a Grade	Academic Decision
85-100	A+	4.00	Excellent	Undoubted Distinction
75-84	A	3.75	Excellent	Distinction
70-74	B+	3.50	Above Average	High Credit
65-69	B	3.00	Above Average	Credit
60-64	C+	2.75	Average	High Pass
55-59	C	2.50	Average	Satisfactory Pass
50-54	C-	2.00	Average	Bare Pass
45-49	D	1.50	Below average	Marginal Failure
40-44	E	1.00	Fail	Failure
0-39	F	0.00	Fail	Undoubted Failure

17.8. End of Year Assessment

17.8.1. Pass and Proceed Cases

A Student who has a GPA of at least 2.00 and has no failing letter grade (F) in the courses taken for that year is deemed to have passed in that year and will proceed to the next year.

17.8.2. Light warning cases

Students who get grades of D in one course or C- in two or more courses shall receive a light warning.

17.8.3. Serious warning cases

Students whose grades for a course is an E or below or have two or more courses with grades below C- shall receive a Serious Warning.

17.8.4. Referrals/Supplementary Examinations

Students with at least one grade of D, provided they are not withdrawn, shall write a supplementary examination in the failed course if the cumulative GPA is at least 2.00 at the end of the year. The maximum pass grade achieved after a supplementary examination will be equivalent to Grade C-.

17.8.5. Deferred Examinations

Students who fail to seat for end of semester examinations due to reasons beyond their control, as long as prior arrangements were made with Universities appropriate authorities and such reasons not being on academic grounds, shall be allowed to seat for deferred examinations at a time as may be arranged by the Head of a concerned Department. The pass grade achieved after a deferred examination will be equivalent to any Grade.

18.0. Repeats

- a. A repeat course is that in which students receive additional credit for more than one taking of the same course, up to a maximum number of credits specified in the course outline.
- b. Academic credit is granted upon satisfactory completion of all course requirements, including research, and reading assignments, the submission of written assignments, and passing of the required examinations.
- c. When a student fails in any aspect of the course requirements, he or she may earn a **D** or **E** or **F** grade for that course.
- d. When a student receives a **D** or **E** or **F** grade in a course, he or she is permitted to repeat or retake the course when the course is next offered by the Department. Only TWO such attempts for each course are permissible.
- e. Students whose accumulative GPA at the end of the year is between 1.5 and 2.00 provided they have not been seriously warned at least once, must repeat that year if they have not done so.
- f. A Student who has failed a 'required course' may not be allowed to proceed to the next Semester where such a course is a requirement for taking subsequent courses. However, if a student receives a D or E or F grade in a course that does not directly contribute to his or her major area of study he or she may not need to repeat or retake the course. But if the grade affects his or her CGPA, the student may repeat the course or take another course in its place to improve the CGPA.

- g. At the beginning of a program, Students will be informed which courses in that program are required.
- h. A prerequisite course needs to be successfully completed before the next higher course is taken. This is due to the fact that the knowledge or the skills acquired in the prerequisite course are necessary in order to progress to the next level.
- i. When repeating a prerequisite course, a student may be allowed to take the prerequisite as well as the next level course concurrently depending on the nature of the course and approval of the Head of Department
- j. Students who have passed a course with a grade of B- or better are not permitted to repeat the course for credit.
- k. Students who repeat a course shall do so only at the time when the course is officially offered by the University. No special arrangements for offering the course at another time shall be made unless the Faculty proposes it.

18.1. Conditions imposed on Students who are Repeating the Year

- a. Throughout this document the word “repeat” shall refer to repeating on academic grounds only.
- b. Students may repeat only once during their studies in the College.
- c. Any student repeating a year on academic grounds in on probation during that year. The repetition of a year is equivalent to a serious warning, and a student can be withdrawn without further warning at any time if his or her work is unsatisfactory.
- d. Posted examination results during the repeat year shall be the actual grades obtained in each course examined during that year but will carry a letter “R” in brackets to the right side of the grade to indicate “grade from repeated courses.”

19.0. Withdrawal

- a. Students whose cumulative GPA at the end of the year is less than 2.00 shall be withdrawn provided that they have been seriously warned at least once by the College during the course of the year.
- b. Students who have already repeated the year and subsequently obtained a grade of “D” or “F” and a less than 2.00 cumulative GPA at the end of the year shall be withdrawn.

- c. Students who are referred in one or more courses should regard their initial failure as a serious warning and therefore will be withdrawn after writing their supplementary examinations if they satisfy withdrawal criteria.
- d. Students whose cumulative GPA at the end of the year is less than 1.50 shall be withdrawn.

19.1. Voluntary Withdrawal from a Programme of Study

- a. Students may withdraw temporarily or permanently from a programme of study by a written application to the Registrar and by approval from the Senate within two weeks of commencement of semester of study. A student who discontinues attendance in a programme of study without official withdrawal receives grade of “F” in the courses he or she registered.
- b. In all cases, a student shall be allowed to withdraw for a maximum period of one academic year and only once in their programme of study. Below are acceptable reasons for a student to withdraw, unless, the Council deems fit to allow other reasons:
 - i. Withdrawal on Financial grounds;
 - ii. Withdrawal on health grounds, (however, special consideration may be given in cases of serious illness, which has been certified by a certified doctor, and in such cases, the student may be allowed to withdraw for a maximum of two academic years.
 - iii. Withdraw on pregnancy.
 - iv. Withdraw on compassionate grounds.
- c. A student cannot use any two of the above cases to withdraw from more than one academic year unless approval has been given by a responsible committee constituted in accordance with the provisions of the University’s Constitution and/or any other approved official documents of the University.

20.0. Final Award

- a. Each course shall be graded out of a final mark of a maximum of 100 marks combining 40% of the marks of the marks awarded for course work and 60% of the marks awarded for the final examination arrived at the final grade of a student in a particular course.

- b. The final examination constitutes 60% of the marks and is mandatory in order to earn a grade for the course.
- c. In case where a student appears for the final examination but has not completed other required requirements of the course, he or she will earn the grade on the same principles: 60% of the final examination and 40% of the coursework attempted (if any).
- d. After combining the course work percentage and the final examination percentage, the final marks in percentage are recorded and a letter grade is assigned.
- e. End of programme Assessment is done in the final year of the Diploma or Degree programmes using the Letter Grades and the GPA. The system is based on the cumulative GPA for the entire programme of study.
- f. Final awards are designated as follows:
 - i. Diploma: Pass, Credit, Distinction
 - ii. Degree: Pass, Credit, Distinction.
- g. Students who for academic reasons have repeated one of the last two years, are not eligible for an award of Distinction, but will be awarded a Credit if their work is at least of Credit standing. Find below award designations of Diploma and Degree:

Award of Pass, Credit, and Distinction:

GPA Range	Letter Grade	Decision
3.75-4.00	A	Distinction Degree
3.00-3.50	B	Credit Degree
2.00-2.75	C	Pass Degree
<2.00	F	Fail

Notes to the table above:

- a. **PASS** is awarded to students who have obtained a cumulative GPA in the range of 2.00 to 2.75 in the final year.
- b. **CREDIT** is awarded to students who have obtained a cumulative GPA in the range of 3.00 to 3.50 in the final year.
- c. **DISTINCTION** is awarded to students who have obtained a cumulative GPA in the range of 3.75 to 4.00 in the final year.

21.0. Change of Grades

- 21.1. When a student receives the results of the semester, it is his or her responsibility to bring to the notice of the concerned authorities any irregularity.
- 21.2. If a student's grade for a course is missing, it becomes his/her responsibility to check with the lecturer why the grade is missing.
- 21.3. If a Lecturer finds that there was some miscalculation on the lecturer's part and correction in the grade has to be made, he or she must fill up a Change of Grade form and submit it to the Head of Department with the old and the new grades.
- 21.4. The same form needs to be filled when clearing an Incomplete or Deferred Grade.
- 21.5. Additional work of any type submitted to improve a grade after the final grade has been assigned and sent to the Office of Academic Affairs is never accepted.
- 21.6. The Senate is the final authority in deciding the final grade in a course.

22.0. Computing Grade Point Average

- 22.1. A student's examination and course work results are delivered in the form of semester Grade Point Average (GPA).
- 22.2. A student's GPA is calculated by dividing the total number of points earned by the total number of credit hours undertaken;

22.3. Sample Examination Result for a semester:

Course Taken	Credit Hours	Grade	Points	Total
Course # 1	3	A+	4.00	12.00
Course #2	2	B+	3.50	7.00
Course #3	3	B	3.00	9.00
Course #4	4	C+	2.75	11.00
Course #5	3	A+	4.00	12.00

Total 15 51.00

GPA Calculation: $51.00/15= 3.40$

Therefore, the GPA for the semester is **3.40**

23.0. Computing Cumulative Grade Point Average

- 23.1.** Cumulative Grade Point Average (CGPA) is computed using the total number of credit hours completed and the total points earned for two or more semesters.
- 23.2.** The CGPA required for graduation with a Diploma or Bachelor's Degree is 2.00 over all the required courses.
- 23.3.** If a student does not meet the above requirement; he or she will need to improve the CGPA by taking another semester of courses as assigned by the Head of Department.
- 23.4.** When a student receives an **F**, an **E** or a **D** grade for a course, and then the student repeats the course, the CGPA is computed using both the original and the second attempt. Therefore, the credit hours for the course are counted twice with varied points.
- 23.5.** When a passed course is repeated in order to improve the grade, the points awarded are for the best grade of the two, and the credit hours of the course are counted only once. However, both grades appear on the transcript with an R indicating second attempt.
- 23.6.** The CGPA appears on the Student's final transcript and indicates the degree classification.

24.0. Dean's List

- 24.1.** Students who receive a GPA of above 4.00 in a semester appear on the semester's Dean's list.
- 24.2.** The top student is one who receives higher GPA. The highest achievement is a GPA of 4.00 on 18 or above credit hours class load in a semester.
- 24.3.** The highest achievement a student must aim for is a CGPA of 4.00 on the total number of credit hours as required for the Diploma and Degree

25.0. Incomplete Grade

- 25.1.** A student who missed a final exam and had been assigned an Incomplete Grade (I) for the same, but had completed all other course requirements, shall not be required to do any additional coursework for that course. He or she shall sit for the final examination when the course is offered next, or may request for a special examination, which may or may not be granted depending on the Faculty decision.
- 25.2.** In the case of 26.1 above, the final grade shall be computed normally, i.e. 60% of the

final examination and 40% of the previously recorded course work marks.

- 25.3. If the student fails to sit for the examination the second time, the I grade automatically changes to an F grade and the student is required to repeat the course.
- 25.4. A student who applies for an I grade for reasons other than missed final examination may do so for only Two courses in the academic program. When a student applies for an I grade for missed coursework, but attempts the final examination, he or she shall receive the I grade until the Lecturer submits the final grade.
- 25.5. An I grade in this case should be cleared during the following semester, it shall be automatically replaced with an F grade and the student shall be required to repeat the course.
- 25.6. When appearing only for the final examination in order to clear an I grade, the student shall be required to pay fee as prescribed by the Finance Office.
- 25.7. Grade Appearing in the Transcript
- 25.8. Official transcripts are issued by the University's Registrar. Transcripts are issued only at the written request of the student. Request for transcripts may be submitted in person, by fax, or by mail. An amount is charged for official or unofficial transcript to be decided from time to time by the Finance office and approved by the Council.
- 25.9. Official transcript bears the institutional seal and the signature of the Registrar of the Lake Malawi Anglican University.
- 25.10. When a course is repeated, both the original (D or E or F) as well as the final grade will appear on the transcript. The course shall appear twice in the transcript; however, the letter R shall be recorded against the final grade indicating that the grade was obtained after repeating the course. Only the final grade shall be used in computing the CGPA.
- 25.11. When repeating an already passed course in order to improve the grade, both grades shall be recorded in the student's transcript, however, only the best grades shall be used to compute the CGPA.

26.0. Improving CGPA

- 26.1. In the final evaluation, if the student's CGPA is below the required standard, i.e. below 2.00 he or she may be assigned additional courses from within the department or courses from other relevant disciplines for one semester in order to raise the CGPA. All courses assigned in such a case must be those with no prerequisites or those that the prerequisites have already been met.
- 26.2. Such attempt is permitted only once, and if in that attempt the student fails to improve

his or her CGPA, he or she is academically disqualified from receiving an award from the University.

27.0. Notification of Semester Examination Results

27.1. The University has the responsibility, through the office of the Registrar, as soon as possible following the conclusion of the Senate meeting, to publish the Examination Results on the official notice board. The notice shall contain:

- 27.1.1. The examination number of the candidate;
- 27.1.2. The overall result for the candidate, i.e. the GPA;
- 27.1.3. The requirement, if any, relating to reassessment.

27.2. In addition, the University shall provide a written result slip by mail, to a permanent address provided by the candidate at the Registrar's Office.

- 27.2.1. To the candidate at the Registrar's Office.

27.3. The Results Slip shall be available in accordance with the dates published on the official notice board, and shall contain:

- 27.3.1. The percentage marks awarded for each assessed course;
- 27.3.2. The GPA and the credit hours earned;
- 27.3.3. The requirement(s), if any, relating to re-assessment.

27.4. Candidate have the responsibility to ensure that they have received their results. The results slips are mini-transcripts and must be kept safely for reference.