



# Garowe Teachers Education College (GTEC)

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## Department of Quality Assurance

### Examination Policy Document

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## 1.0 Overview

GTEC has a commitment to both their students and the wider communities to ensure their processes are transparent, fair and equitable. This is especially the case in relation to the management of all examinations in the assessment of student learning. The integrity of the assessment process is central to both the quality of the learning experience and the integrity of the process itself.

### 1.1 Aim

To set out the principles underpinning the management of all examinations in the assessment of student's learning.

## 2.0 Scope

This policy applies to all exams offered by or on behalf of GTEC. It is relevant to all staff and students involved in any aspect of the examination process.

Should any examination be set, it must be conducted in accordance with this Policy.

### 1.2 Continuous Assessment (CA)

1.2.1 There should be two CAs each carrying 15 marks (CA one, CA two) which must be done according to the college academic calendar. The CA results must be submitted to the register office within two weeks after the date of the Assessment.

CA can be in form of assignments/Home work, presentations, written tests, practical tests, micro-teaching and other acceptable assessment methods.

1.2.2 The respective course lecturer should allocate **5 marks** for class attendance and **5 marks** for discipline as part of continuous assessment.

1.2.3 Total marks for the CA should not exceed 40.

### 1.3 FINAL EXAMINATION

Final examination should be held within a specified period that is specified by college academic calendar and/or approved by GTEC examination committee. The total marks for the final exam should be 60 marks.

All students must have their CA results, and attendance of not less than **75%** of each course before sitting for the final examinations.

#### 1.4 ALTERNATIVE EXAMINATION ARRANGEMENTS

Special arrangements can be made to hold examinations under different conditions or at different times in order to accommodate the needs of students who are unable to undertake their regular scheduled examination or take-home examination for approved reasons.

#### 1.5 SUPPLEMENTARY EXAMINATION

- Supplementary examinations will be granted only in certain **given circumstances**.
- **All supplementary exams will only be marked to a maximum of 60%.**
- The supplementary exam is a second opportunity for a student to pass the course unit.
- Maximum number of times for students to take supplementary exams is two, or else he/she will retake the paper.
- The student must have passed at least half of the courses offered in that particular semester to qualify, or else he repeats the semester.
- There will be no process allowed for deferring a supplementary examination. Students should take the examination at the time it is offered; otherwise it should be taken the following academic year.
- Student shall register for the supplementary exams one week after the results have been released.
- Supplementary fee of 10 dollars per paper should be paid to facilitate production and marking.

#### 1.6 Special Examination

- a. A **special** exam is an exam a student sits after the main exam period because they were prevented from sitting the ordinary exam (i.e., the exam in the main exam period) by circumstances out of their control.
- b. To be allowed to sit a **special** exam a student must have applied to the Examinations committee and their application must have been approved.
- c. Special examinations shall be marked out of 100%.
- d. **Special** exams will be held at an appropriate time as timetabled by the exam committee

- e. Special exams will be conducted under the same rules, same format and same conditions as the main exams.
- f. The application for a special exam must be handed to the student affairs office before timetable is produced.
- g. Dates and timetables for special exams remain the same as these for supplementary exams.

### **1.7 Re-Take Examination**

- a. It's taken by a student who, for failure to pass the main exam, is advised to repeat the course.
- b. This is an exam taken after student has failed supplementary exams twice
- c. It's taken after a student has failed to secure a pass in half of his main exams in a particular semester
- d. Student shall be required to study the courses with the regular students and attain the required 75% attendance, do the CAs before he is allowed to do the retake exams.

### **1.8 Pre-Entry exams**

This is an aptitude test administered and passed for one to become a student of GTEC. It's done by those who are joining the pre-service Diploma course.

## **3.0 Duties and Responsibilities of GTEC Examination Committee**

GTEC Exam Committee is charged with overseeing the exams in the College in terms of checking the quality of examination, scheduling, reservation of exam halls, assigning exam invigilators, along with other complementary tasks and duties.

### **3.1 Structure**

The committee is made up of five members: the chairman, secretary and three committee members

Decisions will be binding if decided by any three members.

## **TASKS & RESPONSIBILITIES:**

1. Regulating and moderation of exams
2. Overseeing ALL exams offered to students in different study programs:
  - a. Preparing, reviewing and correcting final exam schedules as received from office of the registrar towards the end of each semester.
  - b. Reserving suitable exam halls and assigning invigilators
  - c. Double-checking the capacity of assigned exam halls to ensure that each can easily accommodate students sitting for the specific exam.
  - d. Preparing a college-level schedule showing course information, number of students, reserved exam halls, and names of invigilators assigned to each exam.
  - e. Distributing the schedule along with relevant forms to all tutors and invigilators.
  - f. Other activities of committee members during the final exam period shall include: checking room suitability (cleanliness, air-conditioning, chairs, etc.) for all GTEC final exams, handling exam envelopes and manning the exam room, doubling for invigilators should there be a need for that, handling of incidents such as cheating, medical emergencies, etc.
3. Checking marked exam scripts.
4. Ensuring that all GTEC policies, rules and regulations governing the administration of final exams, that were developed in accordance with the rules and regulations of the college, are implemented and observed to the fullest.
5. Reviewing and evaluating all procedures, logistical arrangements, update and recommend the way forward after the examination.

### **1.9 Responsibilities of Course lecturer**

The course unit lecturer is responsible for:

- I. The development of a final examination paper and a marking guide.
- II. Submission of all their examination papers
- III. The lecturers shall submit all their examination papers in soft copy by email to the examination office not later than three (3) weeks to the start of the examinations as stipulated in the academic calendar.

- IV. Making adjustments to the exam as recommended by the exam committee after moderation of the final examination papers.
- V. Marking of all their examination papers
- VI. Submission of the results by email and marked examination scripts to the examination office not later than three (3) weeks from the time of end of examinations.
- VII. Submit CA results to the registrar not later than two (2) weeks to the start of the final exams.

#### 1.10 **Time Table**

- a. The exam committee will publish the time-tables for each examination every semester.
- b. Final examinations will not be held outside its designated time in the time-table.
- c. In case of a shifted examination from the earlier time-tabled period, communication to all parties shall be made in advance.
- d. Not more than three (3) examination papers shall be time-tabled on a single day.

#### 1.11 **Responsibilities of the students**

Each student will be responsible for:

- checking the final examination timetable
- adhering to the final examination timetable
- Clearing with the relevant offices ahead of the examinations
- Attending examination briefing before the start of examinations
- write their name, registration number and department on the examination scripts
- Ensuring they are available for the full duration of the final examination period.
- Should read and abide by the examination rules and regulations before final exams.
- Read, understand and abide by this examination policy

#### 1.12 **Duties and Responsibilities of Invigilators**

- Ensure exams begin on time
- Ensure that students sign the exam attendance sheet
- Check Examination cards and ID cards.

- Ensure exam rules and regulations are adhered to and report any malpractice cases to the examination office.
- Reminds students to write their name, registration number and department on the examination scripts
- Count the scripts to verify that all the students have submitted their examination scripts before the scripts are submitted to the exam office.

## **4.0 Structure and Format**

### **4.1 FORMAT**

- A standard cover page will be used on all final examination papers.
- The cover page will be written in English, Arabic or Somali language depending on examination.
- Exams may have multiple choice question, short answer question as well as essay questions.
- If there are multiple choice questions, they shouldn't exceed 1/4 of the whole exam marks.
- Multiple choice questions shouldn't carry more than one (1) mark.
- The exam should cover all the course contents.
- Marks should be allocated according to the weight of the question.
- All exams are to be done within 2 hours except Supplementary and special exam.
- Marks of each question should be indicated and total marks should add up to 60 marks for the end of semester exam.
- Multiple choice alternatives should be 3-5 alternatives.
- Consistence in the nature of multiple choices is highly recommended to this end, you use 3, 4 or 5 alternatives

### **4.2 DURATION**

- The maximum duration of a final examination will be three hours.
- If the start time of a final examination is delayed for any reason, the concluding time of the examination may only be extended by the amount of the delay.
- If a final examination is disrupted for any reason, the examination may be:

- continued, with an adjustment made up to the length of the disruption
- Rescheduled to another convenient day of the official final examination period.

### 4.3 ELIGIBILITY

The academic registrars' office will determine who is eligible to sit a final examination.

Students not considered eligible will be excluded from the exam.

- Student should attend at least 75% of the course lectures.
- Should have taken course CATs
- Must have an exam card upon clearance with relevant department in the college.

### 4.4 Process and Procedures

#### Process

- ❖ Deadlines for submission- The tutors should submit their exams two weeks before exam start.
- ❖ Feedback to the tutors- Exam committee should give tutors immediate feedback to facilitate the whole process smoothly.
- ❖ Results should be submitted two weeks from when the exam ends.

## 5.0 Grading

|              |               |             |
|--------------|---------------|-------------|
| 80 to 100    | A = 4.0 - 5.0 | Distinction |
| 70 to 79     | B = 3.5 - 3.9 | Credit I    |
| 50 to 69     | C = 2.5 - 3.4 | Credit II   |
| 40 to 49     | D = 2.0 - 2.4 | Pass        |
| Less than 39 | Fail          | Fail        |

## 6.0 Storage

- Examination papers should be under the registrar office before production.
- After production, exam should be left under the custody of the exam committee.
- After marking scripts should be stored centrally in the college.
- Results should be produce in triple copies and one should submit
  - Exam committee
  - Registrar
  - Should be kept with the lecturer for reference.

## 7.0 Enquiries about Final Exam Results

Student who got his/her final examination results but not satisfied with it and thus want to see his/her marked exam script should be allowed to do so on the following conditions:

- If there is variation (i.e. there is difference between the marks on the script and the one appearing in his/her transcript) there will be no penalty. And the examination committee will write a letter to the registrar to effect the changes.
- If there is no variation, the students should pay a fine of \$ 5 and/or deduction of 5 marks from the marks he scored.

## 8.0 Certificates

Candidates will receive their certificates in person or it can be collected on behalf of a candidate by third parties, by providing written authority from the candidate, and bringing suitable identification with them that confirms who they are.

## 9.0 Exam Malpractice

| Offence |   | Punishment   |
|---------|---|--|
| 1.      | Candidate who is in possession of printed books, notes or manuscripts bearing on the subject of the examination, but who voluntarily surrenders them before the exam starts to the invigilator or any other authority gets off with | "No Punishment"  |
| 2.      | Coping from one-another/exchanging questions/answers sheets.  | cancellation of the exam paper and the student should sit for supplementary/special exam   |
| 3.      | Smuggling in of written materials into exam room  | cancellation of the exam paper and the student should sit for supplementary  |
| 4.      | Collaboration with an invigilator/lecturer where it involves the lecturer providing written/oral answers to a student in the examination hall   | The exam committee will investigate and decide upon it   |
| 5.      | Bringing in prepared answers written from outside examination hall.   | cancellation of the exam paper and the student should sit for supplementary and meets disciplinary measures from the exam committee    |
| 6.      | Using mobile phone goggle platform to obtain answers from the internet and Receiving of information in form of phone sms from person(s) outside an examination hall   | Cancellation of the exam paper and the student should sit for supplementary.   |
| 7.      | Refusal to stop writing at the end of the examination.  | The student should be given two warning and the invigilator should leave the exam room if the student persists not to submit the exam. |
| 8.      | Impersonation   | The exam committee will investigate and take stern decision.   |
| 9.      | Illegal removal of answer scripts/ question papers from the examination hall  | Expulsion from that particular exam and meet disciplinary measures   |
| 10.     | Students coming late for exam after a candidate sitting the same paper has left the exam room   | The student is not allowed to sit for that paper.  |

## 2.0 Appendix

**Examination:** a time-limited assessment task conducted under invigilation. For example, tests, practical assessments and final examinations.

**Final Examination:** an examination held within a specified examination period that is defined by the GTEC exam committee and conducted in compliance with this Policy. This excludes continuous assessments.

**Continuous assessments:** This examination that is conducted to assess the teaching and learning progress. Lectures may administer and manage appropriate relevant assessments in any form listed below e.g. tests, oral exams, practical and assignments.

**Final Examination paper:** the original document that contains assessment questions prepared by the member of academic staff.

**Final Examination script:** the student's attempt at the final examination paper.

**Moderation:** a quality review and assurance process which approves the final examination setting and marking activities. It involves using other academic staff to confirm that the final examination tasks and mark allocation are valid and reliable. Essentially, it is a checking process.

**Pass mark-** In regard to this policy, pass mark is 50% and above.

**Recourse-** An opportunity to specific learners who didn't score the pass marks for half of the enrolled course.