



GTEC Examination Policy

First Reviewed Sept
2015

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1.0 Introduction

Garowe Teachers' Education College (GTEC) is a teacher education institution based at Garowe which offers teacher education both pre-service and in-service training as well as short courses for management, monitoring & education, human right, guidance and counseling, statistics, computer, early childhood education, English language and others. The college was officially opened in 2005. The college is managed on behalf of the Puntland community by a Board of Governor that represents various groups in the community, ministry of education and Higher education (**MoEHE**) and international organizations. The college has a capacity to accommodate 800 students and has two science labs, computer lab, a library and a dormitory with capacity for 64 students, a guest house for teachers, a play ground in addition to transportation vehicles to cater for the needs of students residing in the town.

1.1 Purpose

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

1.2 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.

2.0 DEFINITIONS

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.

3.0 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.

2.1 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.

TASKS & RESPONSIBILITIES:

1. Regulating and moderation of exams
2. Overseeing ALL exams offered to students in different study programs:
 - a. Preparing final exam time schedules
 - 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.
3. Overseeing final exams for all courses offered by GTEC irrespective of level of course or number of students enrolled in it.
 - a. Reviewing and correcting final exam schedules as received from office of

registration and records towards the end of each semester.

- b. Preparing a college-level schedule showing course information, number of students, reserved exam halls, and names of invigilators assigned to each exam.
 - c. Distributing the schedule along with relevant forms to all faculty members and invigilators.
 - d. 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.
4. Reviewing and evaluating all forms, procedures, and logistical arrangements update and recommend the way forward.
 5. Checking marked exam script.
 6. 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.

2.2 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 a final examination paper
- III. marking of a final examination paper
- IV. Making adjustments to the exam as recommended by the exam committee after moderation of the final examination scripts.
- V. Should submit CAT results to registrar before the timetable for final exams is out.
- VI. Prepare supplementary examination and its marking guide.

2.3 Time Table

- a. The exam committee will publish the dates of each final examination period for each study period.
- b. Final examinations will not be held before the start date of the final examination period

2.4 Responsibilities of the students

Each student will be responsible for:

- checking the final examination timetable
- adhering to the final examination timetable
- 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.

2.5 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.

2.6 Continuous assessment test (Cat) and Attendance.

There should be two cats each carrying 15 marks (Cat one, cat two) which must be done according to the college academic calendar. The cats result must be submitted to the register office within two weeks after the date of the cats. The respective course lecturer should allocate **5 marks** for class attendance and **5 marks** for discipline as part of continuous assessment test. Total marks for the CAT and attendance should be **40 marks**. All students must have their cat results, and attended **75%** of the course lecture before seating for the final examinations.

2.7 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.

2.8 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.

2.9 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.
- The student must have passed at least half of his enrolment in that semester to qualify.
- There will be no process allowed for deferring a supplementary examination. Its recommend that the students attempt the supplementary examination, and if they have genuine reasons also apply for special consideration in the marking of the supplementary exam, including documented evidence with the request. "Special Consideration" maybe considered if its issues involving genuine reasons.
- Supplementary fee of 5 dollars per paper should be paid for the facilitation.

2.10 Special Examination or Re-Take

Form of alternative assessment will be offered to students on the basis of an application for special consideration. Special examinations may be awarded to students regardless of any initial mark they have been awarded in an earlier examination, and can be marked to the full range of 0-100%.

- 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 team and their application must have been approved.
- c. **Special** exams will be held at an appropriate time as timetabled by the exam committee
- d. Special exams will be conducted under the same rules, same format and same conditions as the main exams **BUT** different content of questions.
- e. The application for a special exam must be handed to the student affairs office before timetable is produced.
- f. Dates and timetables for special exams remain the same as these for supplementary exams.

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 legible to sit a final examination.

Students not considered legible 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.