



BLANTYRE INTERNATIONAL UNIVERSITY

BIU EXAMINATION POLICY

January 2017

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1.0 Examiners

The university appoints the following individuals as examiners:

- 1.1 Members of the teaching staff of the university designated by the Heads of Departments.
- 1.2 At least one external examiner, typically for each diploma and degree program, nominated by candidates of the university.

2.0 External Examiners

- 2.1 An External Examiner is a qualified individual not engaged in teaching at Blantyre International University.
- 2.2 Senate appoints External Examiners for all Diplomas and Degrees based on recommendations from the Academic Courses Committee each year.
- 2.3 External Examiners are appointed annually and generally serve for no more than three consecutive years.
- 2.4 Former staff members are usually eligible to serve as external examiners if at least three years have passed since their departure from the University.
- 2.5 The specific responsibilities and duties of External Examiners are established through discussions and arrangements between the examiner and the relevant subject head, subject to any guidelines set forth by the Senate.
- 2.6 Upon the completion of their examining duties, each external examiner is required to submit a concise written report to the Vice Chancellor, in which they comment on the overall quality of the examination and the candidates' performance.

3.0 Examination Timetable

- 3.1 The Vice-Chancellor or their designee is responsible for creating the examination timetable.
- 3.2 Examination timetables are made available for public access no later than four weeks prior to the commencement of the final examinations.

4.0 Invigilation

- 4.1 It is the responsibility of each academic staff member to serve as an invigilator during examinations. The Vice-Chancellor or their designee is tasked with compiling a list of invigilators for each examination.

5.0 Examination Numbers

- 5.1 All students participating in an examination must complete an entry form, which can be obtained from the Vice-Chancellor's office or their designee.

6.0 Special Arrangements on Account of Religious Grounds

- 6.1 The Vice-Chancellor or their designee may make special arrangements to accommodate candidates who request changes to examination dates due to religious reasons.



7.0 Practical Examinations

- 7.1 The organization of practical and laboratory examinations falls under the purview of the Internal Examiners in the respective departments.

8.0 Setting of Examination Papers

- 8.1 Internal examiners submit examination question papers, along with model solutions and marking schemes, to the Heads of Departments. The Heads of Departments then forward them to internal moderators and external examiners who evaluate the paper's quality and make any necessary corrections.

9.0 Written Examination Administration

- 9.1 Internal Examiners are required to be present during the first 30 minutes of each examination for which they are responsible.
- 9.2 Each examination session must have a minimum of two invigilators in place.
- 9.3 A Chief Invigilator is designated for each invigilation team to coordinate and oversee the examination process.
- 9.4 The Vice-Chancellor or their designee is responsible for ensuring that sealed examination papers reach the Chief Invigilator. The Chief Invigilator may open the envelope, in the presence of candidates, no earlier than 20 minutes before the examination begins and arrange for the distribution of the papers by the invigilators.
- 9.5 Invigilators distribute answer books/sheets and other approved items to each candidate's desk.
- 9.6 If an examination cannot start on time for any reason, the Chief Invigilator notes the actual start time and ensures the appropriate amount of time is allowed for the paper.
- 9.7 The Vice-Chancellor or their designee provides invigilators with a duplicate list of candidates for each examination they oversee. Invigilators are responsible for checking that each candidate is in the correct seat and noting any absent candidates. The top copy of these lists, signed by the students, is submitted to the Vice-Chancellor or their designee, and the others are placed in the envelopes with the scripts.

10.0 Candidates Entry to the Examination Hall

- 10.1 Candidates must arrive punctually and occupy their assigned seats as indicated in the examination timetable.
- 10.2 Candidates will be admitted to the examination hall no earlier than ten minutes before the scheduled start time.
- 10.3 Each candidate must sit in their allocated seat.
- 10.4 Candidates are not allowed to enter the examination hall after 30 minutes from the start of the examination, except under circumstances approved by the Chief Invigilator, provided there has been no unauthorized communication.
- 10.5 All candidates must possess identity cards when entering the examination rooms.



10.6 Candidates unable to attend an examination due to illness or other valid reasons must:

- Send a written message to the Office of the Registrar.
- Consult a Medical Officer, Nursing Sister, or Clinical Officer as soon as possible.
- Obtain a relevant certificate to attest to their inability to take the examination.

10.7 Except for cases of illness or necessity, candidates may not leave the examination hall before three-quarters of an hour (45 minutes) from the start of the examination.

10.8 The Chief Invigilator is to report to the Vice-Chancellor the names of students who leave early due to illness and their departure time.

10.9 The Chief Invigilator may readmit a candidate who left the examination hall due to illness or other necessity if it is established that they did not communicate with unauthorized individuals.

10.10 Candidates must be accompanied by an invigilator to the restroom at all times.

11.0 Adherence to Examination Time Limits

11.1 The Chief Invigilator is responsible for informing candidates about the time remaining, including announcements at 30 minutes and 10 minutes before the end of the examination. A clock should be placed in each examination hall for candidates' reference.

11.2 Candidates must stop writing at the conclusion of the examination.

12.0 Candidates Handling of Examination Papers and Supplementary Materials

12.1 Candidates are prohibited from bringing blotting or rough paper into the examination hall.

12.2 Except for standard writing materials, students may only bring materials specified on the examination paper, with prior notification of such materials.

12.3 All answers must be written in the provided answer books, to which any supplementary answer sheets should be attached.

12.4 Candidates must leave all answer sheets, rough work, and unused paper on their desks.

13.0 Delivery of the Completed Examination Script and Spare Examination Papers

13.1 The Vice-Chancellor or their designee is responsible for distributing script books to the appropriate Internal Examiners, who must sign for their receipt.

13.2 Two copies of spare question papers are sent to the University Librarian, while the appropriate Heads of Departments retain a copy for their department.



14.0 Preservation of Examination Scripts

- 14.1 Heads of Departments should preserve examination scripts for one year.

15.0 Misconduct of Candidates in Examination

- 15.1 Cheating in Tests and Examinations is categorized into two forms:

- Writing from hidden notes.
- Communicating with fellow students.

- 15.2 These forms of dishonesty are taken seriously due to the unfair advantage they provide to students and the disruption they cause to the grading system.

- 15.3 If a candidate is caught cheating in an examination, the Chief Invigilator confiscates any evidence and has another Invigilator witness the incident. The candidate is informed that they can continue the examination until a final decision is made.

- 15.4 The Invigilator shall write a report on the matter as soon as practicable and submit it to the Vice-Chancellor.

- 15.5 The examination scripts related to the examination paper in which the candidate is alleged to have cheated shall not be marked until a decision is made. The candidate shall therefore not be informed of the results of his/her academic performance before a decision is made.

- 15.6 Where an allegation of cheating is made after an examination has already been written then all evidence shall be obtained in writing signed by the witness to the alleged cheating.

- 15.7 The evidence together with a written report shall be sent to the Vice-Chancellor as soon as is practicable.

16.0 Seriousness of Offence

- 16.1 Academic fraud is always considered a serious matter, and will be considered especially serious if:

- The student has submitted a paper prepared by another person or agency,
- The student has brought and consulted notes during a test or an examination without authority.
- The student has a record of previous conviction of academic theft.

17.0 Penalty

- 17.1 The penalty for academic fraud will range from deducting marks to permanent dismissal from the University. Each case will be considered on its merit, but in the case of cheating in the examinations, the final sentence is expulsion from the University. In the context “examinations” will be taken to include all final examinations, terminal and any other examinations taken during the year.



18.0 Disciplinary Actions

- 18.1 There shall be a Senate Academic Disciplinary Committee which shall be chaired by the Vice-Chancellor.
- 18.2 The Senate Academic Disciplinary Committee shall have sub-committees, one in each Faculty which shall be chaired by the Dean of the respective Faculty and attended by the Heads of Department of the Faculty.
- 18.3 When an alleged cheating has been reported to the Vice-Chancellor, the Vice-Chancellor shall refer the case to the subcommittee that shall report back its findings to the Vice-Chancellor.
- 18.4 The suspect shall be invited to present his/her side of the case to the subcommittee. If he/she is satisfied with the guilt of the candidate proof, beyond reasonable doubt, he/she shall have the power to impose a penalty on the candidate including the power to suspend or dismiss him/her.
- 18.5 The suspect shall be invited to present his/her side of the case to the subcommittee where persons who witnessed the alleged cheating shall be present as witnesses.
- 18.6 A candidate who is aggrieved by the decision of the Vice-Chancellor shall have the right to appeal to the Appeals Academic Disciplinary Committee.

19.0 Examinations and Assessments

- 19.1 Examination assessments procedures shall be as follows:

Grades shall be considered by a Departmental Assessment meeting chaired by the Head of Department which shall pass them on to:

- Faculty Assessments Committee meeting chaired by the Dean which shall pass them on to
- Senate Assessments Committee (of Heads of Departments and Deans) chaired by the Vice-Chancellor.

20.0 Appeals and Procedure

- 20.1 There shall be a Standing Appeals Committee that shall consist of senior academic members of staff who are not Senators, and chaired by the Chancellor, which shall hear and decide an appeal against the decision of the Senate Assessments Committee referring and withdrawing students.
- 20.2 The Head of Department affected by the appeal or his/her nominee shall be invited as a witness.
- 20.3 The appellant student shall be heard on his/her normal appeal either orally or in writing and he/she shall bear the cost of appearing for the purpose of being heard.