

**MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY**



**GUIDELINES FOR HANDLING EXAMINATIONS**

**FEBRUARY 2024**

## **FOREWORD**

Mbeya University of Science and Technology (MUST) has an obligation to contribute to national social and economic development through training, research, consultancies, and other allied services to the community. MUST is recognized as one of the most capable institutions in Tanzania with staff who have relevant skills, requisite research and teaching facilities, and the mandate to generate new knowledge. Handling of examinations is a key component of quality assurance, playing significant roles in ensuring the effectiveness and efficiency of assessment of teaching and learning activities at the university.

The Guidelines for Examination Handling is intended to track the quality of assessment adopted by a particular course to ensure compliance with standards. On the other hand, the handling of examinations complements the monitoring and evaluation conducted at the University to determine the overall performance of the teaching and learning process.

The current revision has taken into consideration changes to the MUST Corporate Strategic Plan and the immediate expansion of the University. Improvements to the guidelines have been revised to make them sufficient and flexible to abide by the current needs and impacts of the University expansion.

Prof. Aloys Mvuma

**Vice Chancellor**

**February 2024**

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## **ABBREVIATIONS AND ACRONMYS**

CA	Coursework Assessment
DUS	Director of Undergraduate Studies
DVC ARC	Deputy Vice Chancellor – Academic, Research and Consultancy
EE	External Examiner
EO	Examination Officer
HoD	Head of Department
IE	Internal Examiner
IIE	Independent Internal Examiner
MOP	Moderation Panel
MUST	Mbeya University of Science and Technology
PSRPC	Postgraduate Studies Research and Publication Committee
QA	Quality Assurance
SE	Semester Examination
SIMS	Students Information Management System
ToR	Terms of Reference
UDSM	University of Dar es Salaam
UGSC	Undergraduate Studies Committee

## **1.0 INTRODUCTION**

Handling of examinations is one of the most sensitive issues in any credible institution. At Mbeya University of Science and Technology (MUST), the way examinations are handled follows the prevailing instruments of governance including the Prospectus, Examination Regulations and other Senate-approved procedures. The objective of these Guidelines is to address some gaps observed in the existing instruments and have in place coursework assessment (CA) particularly tests and University examination handling and administration procedures that will be more focused in order to guide academic units at all levels.

## **2.0 CURRENT EXAMINATION HANDLING PROCEDURES**

Currently, the conduct of examinations is being governed by Examinations Regulations of 2017, 2018, 2019 and 2020. The Regulations set out overall framework of examination setting and administration. In addition to these Regulations, it has been necessary to develop these Guidelines to address issues which are not adequately covered therein. Some of the issues not adequately articulated include general procedures for administering tests and handling University examinations, modalities for examination moderation, criteria for appeal on examination re-marking and precautions against defaulting the procedures. Furthermore, the Guidelines are based on benchmarks sourced from other institutions of higher learning.

## **3.0 PROCEDURES FOR SETTING UNIVERSITY EXAMINATIONS**

### **3.1 Setting of Examinations**

- (i) The course facilitator shall set the examination paper (End of Semester Examination and Supplementary Examination) and type it in a password-protected computer file which is not connected to the internet. In cases where the course facilitator does not possess a personal computer (PC) or laptop, he/she should use the Head of Department's

computer to type the examination.

- (ii) The course facilitator shall hand over in person the examination questions (sealed in a paper envelope) to the Head of Department for internal moderation.

#### **4.0 MODERATION OF UNIVERSITY EXAMINATIONS**

This section highlights direction, advice and information relating to the appointment, roles, duties, rights and responsibilities of Examination Moderators for both undergraduate and postgraduate academic programmes.

##### **4.1 Eligibility of Moderators**

Examination moderators must be:

- (i) A senior/experienced academician of unquestionable integrity;
- (ii) Experts in the course/subject to be examined or related course/subject or knowledgeable on the course/subject examined;
- (iii) Facilitator of the course(s) being moderated shall not be part of the panel moderating examination;
- (iv) In a department where senior staff/experienced staff are lacking, senior colleagues (expert in a particular area) from other departments/colleges may be invited to constitute the panel.

##### **4.2 Nomination Procedure**

At the beginning of every academic year, the DVC-ARC shall direct the Principals of Colleges to seek from their respective heads of academic departments, nominations for persons to serve as Examination Moderators in that academic year.

#### **4.2.1 The Head of Department shall:**

- (i) Appoint the moderation team and communicate to the college Principal;
- (ii) Be the chairperson of the moderation process and ensure quality and confidentiality;
- (iii) Ensure that each course facilitator addresses the moderation comments accordingly;
- (iv) Ensure moderation exercise is aligned with curriculum contents; and
- (v) Ensure the examination with major corrections is resubmitted to moderation team for verification of given comments.

#### **4.2.2 Appointment of Moderators**

- (i) Following appointment, the Examination Moderators shall be notified in writing by principal regarding their appointment. This notification shall also include a formal written agreement between the University and the Examination Moderator;
- (ii) The written agreement shall include the following:
  - (a) Duration of the appointment
  - (b) Role(s) and rights of the Examination Moderator as described in section 5.4 and 5.5 respectively.
- (iii) The Examination Moderator shall be required to sign and return a copy of the agreement to signify acceptance of the appointment and the terms and conditions outlined in it;
- (iv) The moderation team shall comprise of five (05) members including the Head of Department, QA coordinator, and other three (03) members at the department.



### **4.3 Duration of Examination Moderation**

The tenure of appointed Examination Moderator for MUST shall be two semesters (one academic year). Renewal may be done for two consecutive years.

### **4.4 Roles of Examination Moderators**

In undergraduate and postgraduate examinations, Examination Moderator shall:

- (i) Strictly ensure confidentiality of the exam being moderated;
- (ii) Ensure moderated exams adhere to the college format;
- (iii) Ensure the moderated exams align with the course content and Blooms' Taxonomy;
- (iv) Ensure the exam setting is appropriate, fair, consistent and equitable to all students;
- (v) Write a comprehensive report on the moderation exercise; and
- (vi) Ensure the examination with major corrections is resubmitted to moderation team for verification of given comments.

### **4.5 Rights of Moderator**

Examination Moderator appointed to examine at MUST shall have the following rights:

- (i) To be notified of the appointment by the principal;
- (ii) To be informed on the course(s) for which they will moderate;
- (iii) To be given a copy of the college examination format and a soft copy of curriculum;
- (iv) Each approved moderator shall be paid amount equivalent to an extra duty allowance per day.

## **5.0 PROCEDURES FOR HANDLING UNIVERSITY EXAMINATIONS**

### **5.1 General procedures**

- (i) The course facilitator shall be responsible for setting the exam for his/her course.
- (ii) In setting the examination, the course facilitator shall consider students with special needs by either increasing the font size of the exam texts or adding at least 30 minutes of the exam duration. This shall depend on the type of students with special needs of the respective class.
- (iii) The moderated examination shall be submitted in a sealed envelope to the Head of Department and stored in a strong room;
- (iv) Course facilitator is responsible for duplicating the moderated exam at least 24 hours before the examination date;
- (v) Invigilators shall collect examination papers from the respective departments;
- (vi) Before the beginning of examination Invigilator(s) should open the sealed examination envelop in the presences of candidates, and one candidate must sign examination Security Declaration form as a witness (Appendix 2).
- (vii) Invigilators shall submit the examination answer Booklets and exam question papers to the Head of Department and shall sign the examination handling forms (Appendix 5);
- (viii) Course facilitator shall collect the examination answer Booklets for marking from the respective department, and should sign the handing over form (Appendix 5);
- (ix) Course facilitator shall submit marked examination answer booklets, marking scheme, raw data in excel sheet, and examination results generated from SIMS immediately before or

after the deadline of marking and uploading results;

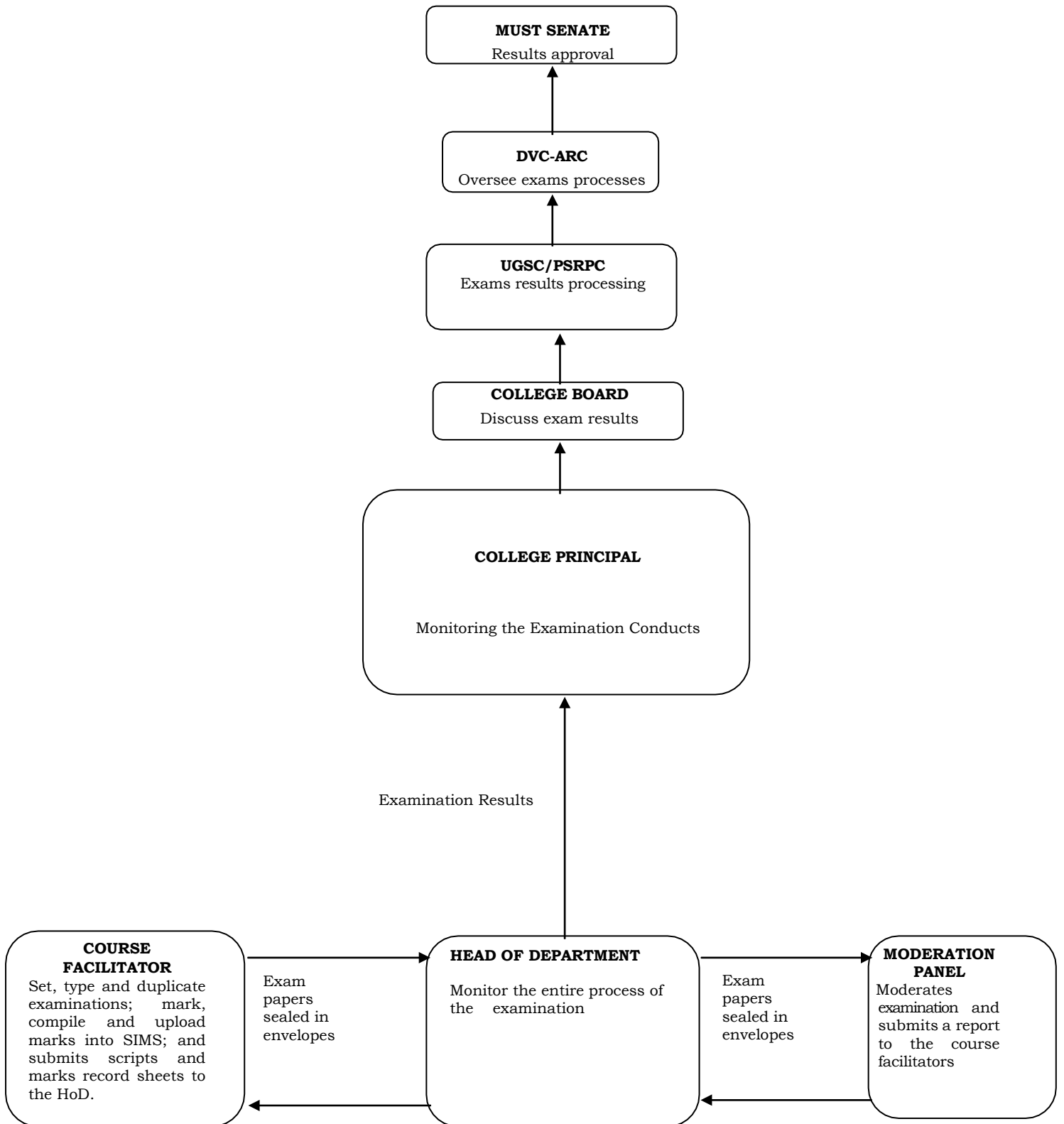
- (x) The Head of Department shall ensure the received Examination Answer Booklets are marked and graded.
- (xi) A course facilitator shall not invigilate his/her own examinations. However, he/she should be in the examination room for at least ten minutes after the commencement of the examination.
- (xii) All invigilation processes shall consider gender in all examination venues.
- (xiii) The HoD should oversee the invigilation arrangements and be responsible for any discrepancies.
- (xiv) It shall be the responsibility of the invigilator to report any irregularity that may happen in the examination room;
- (xv) Special Irregularity Forms shall be duly filled and countersigned by the candidate, witnesses and invigilator (Appendix 4); and should be handed over to the Head of Department and examination office. Any unauthorized materials (as defined in the MUST University Examination Regulations) should be immediately confiscated and handed over to the head of department as evidence.
- (xvi) All examination invigilators shall provide corporation to the quality assurance coordinators during the examination process.
- (xvii) Under no circumstances should non-academic staff such as administrative officers, secretaries and office attendants, be directly involved in handling examinations papers. In a special circumstance where such staff is obliged to participate, the safety of the duplicated papers is still the responsibility of the Course facilitator/Head of Department as the case may dictate.
- (xviii) On the examination day, the Heads of Departments should be

around to oversee the conduct of their examinations.

- (xix) Preparation of examination rooms, reporting time and identification of examinees, and overall conduct of the examinations shall be in accordance with the University Examination Regulations.
- (xx) Candidates should sign the attendance sheet during the examination.
- (xxi) After the examinations are done, all the Examination Answer Booklets should be tallied with the Attendance Sheet register and handed over to HoD and later to course facilitator for marking. Invigilators should declare on how the invigilation process was conducted (Appendix 3)
- (xxii) Facilitators should in person upload into SIMS the examination results. Under very special circumstances should the Head of Department, Examination Officer or Principal be responsible for uploading examination results into SIMS.
- (xxiii) The Examination Answer Booklets, arranged in sequence as per the students' domains in the Marks Record Sheets, should be neatly rope- fastened and submitted to the Head of Department for safe keeping before they are handed over to the Independent Internal Examiner (IIE) and External Examiner (EE) as per Guidelines.
- (xxiv) As per MUST Examination Disposal Regulations, for reference/retrieval purposes, all the marked examination Answer Booklets and other marked scripts should be stored in a secured room for a minimum of 36 months after final decision of Senate on the examination concerned, before being destroyed.

The general framework on handling and assessment of coursework should be followed as per the framework outlined in Figure 1 below.

Figure 1. Schematic diagram of examination handling and administration



## **5.2 Appeals**

- (i) All appeals should follow the procedures outlined in the Examination Regulations as stipulated in the current prospectus.
- (ii) No appeal will be considered where:
  - (a) The candidate appeals for re-marking but fails to establish reasonable grounds for prejudice, incompetence, or lack of integrity on the part of the Internal Examiner;
  - (b) It arises for the first-time issues concerning the supervision, teaching or coursework assessment. Such matters should only be considered if they have been raised by the student promptly and in writing, at the time they first arose; and
  - (c) A student alleges illness or other factors although he/she had an opportunity to postpone studies or examinations(s) but voluntarily opted not to take that opportunity.

## **6.0 GENERAL PRECAUTIONS**

The following general precautions should be taken to avoid leakage of examinations.

- (i) Part-time Lecturers who are teaching courses of the same content in their host institutions should be advised to avoid offering the same examination questions at MUST.
- (ii) Any rumours related to examination leakages, staff misconduct including favoritism or intimate relationships with students should be reported confidentially to the HoD, Principal of College, QA Director or DUS who shall make a thorough investigation, gather evidence and take appropriate action including, but not

limited to recommending to Senate cancellation of the said examination and subjecting the defaulter(s) to disciplinary proceedings as per prevailing regulations.

- (iii) Matters related to preparations of examination rooms and any other issues not covered in these Guidelines will follow MUST Examinations Regulations as may be updated from time to time.

## **7.0 LIABILITIES AND PUNISHMENTS IN CASE OF DEFAULT**

The existing national and institutional instruments will be used to take disciplinary action against defaulters as follows:

- (i) All cases of examination irregularities involving delays, no-shows, leakages and any other type of misconduct will be subjected to stern disciplinary actions as stipulated in the Students By-laws, MUST Prospectus, Staff Regulations (2012), Staff Code of Conduct (2012), Public Service Act (2002) and Regulations (2003), Employment and Labour Relations Act (2004) and Regulations (2007), Standing Orders for Public Service (2009), and any other relevant tool;
- (ii) Liable subjects will be summoned to appear before the Disciplinary Committees or/and Senate relevant Committees“ proceedings;
- (iii) Punishments for convicted students may include written warnings, repeating an academic year or summary discontinuation from studies as the case may be as decided by the Senate; and
- (iv) Convicted staff will be punished as per the laid down Public Service Laws and Regulations including written warnings, suspensions or even summary dismissals depending on the

gravity of the offence committed.

## **8.0 CONCLUSION**

These Guidelines have been prepared in order to ensure high quality and integrity of University Examinations conducted at MUST. A course facilitator - Head of Department centered model' and 'seal and hand-over approach' are some of the strategies that have been recommended in order to minimize the number of individuals and offices handling examinations. The Principals and other higher ranking officers and committees will continue to provide logistical and overall administrative support, especially during processing of examination results. The Guidelines further caution about the impending disciplinary actions against the would-be defaulters. Heads of academic units are urged to avail these Guidelines to all on-post and part-time teaching staff. The Guidelines are by all means not exhaustive; they leave room for further improvements and will be subjected to review from time to time.



## **9.0 REFERENCES**

Employment and Labor Relations Act (2004) and Regulations (2007).

MUST Examination Regulations (2017, 2018, 2019).

Guidelines for Independent Internal Examination and External Examiners (2020).

Kampala International University in Tanzania, Quality Assurance Policy 2019.

Mbarara University of Science and Technology, Quality Assurance Policy and Guidelines (2022).

MUHAS (2021). Guidelines for Examination Moderators.

MUST Prospectus 2019/2020.

Public Service Act (2002) and Regulations (2003).

Standing Orders for Public Service (2009).

UDSM Reviewed Regulations on External and Internal Examination Processes (2013).

## **APPROVAL**

At its 42<sup>ND</sup> Meeting held on 12<sup>th</sup> day of February 2024, the Senate of Mbeya University of Science and Technology RECEIVED, DUSCUSSED and APPROVED the Guidelines for Handling Examinations.

Prof. Aloys N. Mvuma

**CHAIRPERSON**

Adv. Lugano Mwakilasa

**SECRETARY**

**Appendix 1: Examination Moderation Form**

**MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY**



**EXAMINATION MODERATION FORM**

**NAME OF COLLEGE:** .....

**NAME OF DEPARTMENT:** .....

**COURSE NAME:** .....

**COURSE CODE:** .....

**NAME OF COURSE FACILITATOR:** .....

**ACADEMIC YEAR:** ..... **SEMESTER:** .....

**1.0 QUESTION PAPER**

<b>S/N</b>	<b>ITEM</b>	<b>NOTE</b>
1	Type of Examination (e.g. Semester/Supplementary/Carry)	
2	Programme level	
3	Number of Questions set	
4	Number of questions to be attempted	

**2.0 Standard of Examination Paper**

2.1 All the questions are within the course content YES/NO .....

2.2 Time allocated is adequate/appropriate YES/NO .....

2.3. Adherence to College-wide format YES/NO .....

### 3.0 Rating of Moderators

S/N	ITEM	Yes	No	Comments
3.1	Do the questions cover the course content”			
3.2	Do the questions reflect the learning outcomes adequately?			
3.3	Are the question marks fairly allocated?			
3.4	Are the questions clear?			
3.5	Do the questions provide adequate guidance to the examinee?			
3.6	Are the questions allowing for creative responses from candidates?			
3.7	Are figures, tables, equations, etc. clear and correct?			
3.8	Does the examination setting adhere to the college format?			
3.9	Do the contents in the Examination sections (A, B, C) reflect Bloom’s Taxonomy?			

3.10 Comments on the overall assessment

.....  
 .....  
 .....

3.11 List of proposed modifications/changes to Questions:

.....  
 .....  
 .....

#### **4.0 MARKING SCHEME**

- 4.1 Does the Marking Scheme cover all the examination items asked? Yes/No
- 4.2 Is the marks distribution per question fair? Yes / No
- 4.3 Do the answers/solutions match with the questions asked?  
Yes / No

#### **5.0 MODERATORS' DECLARATION**

We hereby declare that we have thoroughly read the Examination Question Paper and Marking Scheme and recommended it for minor corrections/major corrections.

<b>S/N</b>	<b>Names of Moderator</b>	<b>Designation</b>	<b>Signature</b>	<b>Date</b>

**Appendix 2: Examination Security Declaration Form**

**MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY**



**EXAMINATION FORM NO. 01**

**EXAMINATION SECURITY DECLARATION**

**SEMESTER: ..... ACADEMIC YEAR: .....**

# EXAMINATION SECURITY DECLARATION FORM

**Declaration:** I/We hereby certify that;

(i) The examination question papers packed in sealed envelope are relating to papers

with **Course Code**  and

**Course Name**

(ii) The sealed envelope was opened at **(Time)**  and **Venue**

(iii) The sealed envelope was opened in the **presence of the candidates**

(iv) The sealed envelope had **signatures** of the course facilitator

(v) Any **comment:**

## WITNESS/CANDIDATE

<b>CANDIDATE EXAM NO.:</b>	<b>SIGNATURE:</b>
	<b>DATE:</b> <input type="text"/>

## INVIGILATOR(S):

<b>1. NAME:</b>	<b>SIGNATURE:</b>
	<b>DATE:</b> <input type="text"/>

<b>2. NAME:</b>	<b>SIGNATURE:</b>
	<b>DATE:</b> <input type="text"/>

<b>3. NAME:</b>	<b>SIGNATURE:</b>
	<b>DATE:</b> <input type="text"/>

*(Submit this original form to HoD and a copy to Head of Examination)*

**Appendix 3: Examination Invigilators' Declaration Form**

**MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY**



**EXAMINATION FORM NO. 02**

**EXAMINATION INVIGILATOR'S DECLARATION**

**SEMESTER: ..... ACADEMIC YEAR: .....**



**EXAMINATION INVIGILATOR`S DECLARATION FORM**

**MODULE CODE:**

**MODULE NAME:**

**YEAR OF STUDY:**

**EXAM. DURATION:**

TOTAL CANDIDATES REGISTERED

TOTAL CANDIDATES ATEMPTED EXAMINATION

TOTAL NUMBER OF ANSWER BOOKLETS COLLECTED

TOTAL CANDIDATES NOT SIGNED THE ATTENDANCE LIST

TOTAL ABSENTEES IN THE EXAMINATION

**EXAMINATION NUMBERS OF ABSENTEES**

<b>1.</b>	<b>6.</b>
<b>2.</b>	<b>7.</b>
<b>3.</b>	<b>8.</b>
<b>4.</b>	<b>9.</b>
<b>5.</b>	<b>10.</b>

**EXAMINATION ENDED AT:**

I / We the undersigned invigilator(s) of the examination(s) details of which are given above, hereby **declare** that I was /we were present throughout the examination that the accompanying papers were worked in my / our presence, and examinations rules, as far as they applied during my/our presence, were strictly complied with.

**INVIGILATOR(S):**

<b>1. NAME:</b>	<b>SIGNATURE:</b>
	<b>DATE:</b> <input type="text"/>

<b>2. NAME:</b>	<b>SIGNATURE:</b>
	<b>DATE:</b> <input type="text"/>

*(Submit this original form to HoD and a copy to Head of Examination)*



**MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY**



**EXAMINATION FORM NO. 03**

**EXAMINATION IRREGULARITY**

**SEMESTER: .....ACADEMIC YEAR: .....**

**EXAMINATION IRREGULARITY FORM**

**Name of candidate:**

**Examination Number:**

**Examination Venue:**

**Course code and name:**

**Unauthorized material caught:**

**Did the candidate cause commotion?** YES  NO

**A. NATURE OF IRREGULARITY** *(If necessary attach extra paper for more explanations)*

.....  
.....  
.....

**B. ACTION TAKEN** *(If necessary, attach extra paper for more explanations)*

.....  
.....  
.....

**C. CANDIDATE NAME**

**SIGNATURE**

**D. WITNESS** *(Any nearby Candidate and Invigilator)*

S/No.	Name	Position	Signature
1.			
2.			

**E. INVIGILATOR:**

<b>NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>
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*(Submit this original form to the HoD and its copy to Head of Examination)*

**MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY**



**EXAMINATION FORM NO. 04**

**EXAMINATION ANSWER BOOKLETS HANDING OVER**

**SEMESTER: ..... ACADEMIC YEAR: .....**

## EXAMINATION ANSWER BOOKLETS HANDING OVER

Course code:

Course name:

### A. HANDING OVER (Invigilator and Head of Department)

I have submitted a total number of  Examination Booklets to Head of Department.

**Name of Invigilator:**

**Name of HoD:**

**Signature**

**Signature**

**Date**

**Date**

### B. HANDING OVER (Head of Department and Course Facilitator)

I have handled a total number of  Examination Booklets to Course Facilitator.

**Name of HoD:**

**Name of Course Facilitator:**

**Signature**

**Signature**

**Date**

**Date**

*(The original form will remain to HoD, while the copy will be taken by Course Facilitator)*