CHAPTER 6

CONDUCT OF UNIVERSITY EXAMINATIONS AND EXAMINATION IRREGULARITIES

6.1 THE EXAMINING BODY

(i) University examinations shall be conducted under the control of Senate.

(ii) Examiners and assessors shall be appointed by Senate in the manner it shall prescribe.

(iii) Dates, places and times for examinations as specified in the examination time-tables shall be published under the authority of Senate.

6.2 THE CHIEF EXAMINATIONS OFFICER

(i) The Registrar shall be the Chief Examinations Officer for all entrance scholarship, semester, yearly and final examinations of the University and shall be responsible for the organisation of the examinations and the release of results once they have been approved by Senate.

(ii) The Registrar shall ensure that examination time-tables are posted on the Notice Boards of the Faculties/ Centre and on the UoM website.

(iii) Representations from students regarding matters connected with examinations should be made to the Registrar.

6.3 ADMISSION TO EXAMINATIONS

(i) Subject to any exceptions approved by Senate:

(a) no student shall be admitted to an examination unless s/he is a registered student of the University.

(b) a student who does not register for his/her modules on the Online Module Registration System (OMRS) shall not be admitted to the examinations.

(ii) On the recommendation of the Faculty/ Centre Board, Senate may ask a student who fails to make satisfactory progress in any academic year to withdraw or repeat any part of the Programme before the examinations. Illness or other extenuating circumstances shall receive special consideration.

(iii) Students whose names do not appear on the seating list will be admitted to examinations as *'Unexpected Students'*, given that there may be other reasons beyond the students' control, which have not allowed them to register for modules on-line. The '*Unexpected Student(s)*' will have to fill the *"Unexpected Student who turns up for Examinations" Form.* In the meantime, Faculty/ Centre Exam Sections will investigate the reason(s) for such discrepancies.

Given the legal implications of admitting a student to an examination, the examination script of an 'Unexpected Student' should be marked and the marks

submitted to the Board of Examiners for recommendations, in line with UoM Regulations.

'Unexpected Students' who take examinations do so at their own risk and have to abide by the final decision(s) to be taken by the relevant Board(s) concerned.

6.4 FORM OF EXAMINATIONS

(i) The Examiners may require a student to present himself/ herself to the following forms of examinations as prescribed by the Programme of Study and approved by Senate:

- Written Examination
- Continuous Assessment
- Case Study
- Oral Examination
- Dissertations/ Projects submission
- Poster Presentation
- Viva Voce
- Industrial Placement/ Practical Training/ Practicum/ Hospital/ Clinical Placement
- Observed Structure Clinical Examinations (OSCE);
- Open Book Examination
- Online examinations

(ii) Percentages of marks for the written, practical, oral or other examinations shall be determined by Senate on the recommendation of the Faculty/ Centre Board concerned.

(iii) In considering whether a student has passed an examination, the Board of Examiners may also have regard to the report of the academic members concerned on the classwork of the student.

Note: Academic members include both Full-time and Part-time Lecturers.

(iv) **Open Book Examination** may be held subject to the following conditions:

(a) Students should have been informed by the examiner(s) via the Module Specification Sheet **(**MSS**)**; and

(b) Normal procedures, along the same lines as for conduct of Written Examinations, should prevail.

(v) **Case Study** may be held subject to the following conditions:

(a) Students should have been informed by the examiner(s) via the Module Specification Sheet (MSS); and

(b) Normal procedures, along the same lines as for conduct of Written Examinations, should prevail.

(vi) **Observed Structured Clinical Examinations (OSCEs)** - will be held subject to the following conditions:

(a) Students should have been informed by the Examiner(s) via the Module Specification Sheet (MSS); and

(b) Normal Procedures, along the same lines as for the conduct of Written Examinations, will prevail in the Waiting Room, except that food and drinks will be allowed.

6.5 THE CONDUCT OF EXAMINATIONS

(i) **Before Examinations**

(a) Examination timetables will be placed on the Faculty/ Centre Notice Boards, e-mailed to the students and posted on the University website two (2) weeks before the start of the examination.

(b) Students shall be responsible for noting correctly the times and places of their examinations. No special arrangements shall be made for students who fail to attend examination at the proper time, if such failure is due to their mistake or inadvertence and not to illness or other serious and unavoidable cause.

(c) Requests from students, suffering from physical disability or otherwise, for additional time during examination, should be lodged in writing to the Dean of Faculty/ Director of Centre, who will submit same for consideration and approval to the relevant Faculty/ Centre Board provided such requests are supported by valid medical certificates. Such requests should be submitted normally at latest two (2) weeks prior to the start of examinations.

(d) In case of temporary disability whereby the extra time for examinations, recommended by the Medical Officer/ Medical Board, is less than 25%, the approval stops at the level of Faculty/ Centre Board.

(e) If the additional time recommended for temporary disability by a Medical Officer for examinations is greater than 25%, then the matter will be referred to the Registrar, who will give a ruling, after consultation with a Medical Officer and either the relevant Dean of Faculty/ Director of Centre or Head of Department or Representative.

(f) No religious festival/practice/belief (except for those which are public holidays) will be considered by the University when scheduling any examination.

(ii) **During Examinations**

(a) Students shall at no point in time:

- Copy or try to copy from unauthorised materials introduced/ the work of another student; and
- Assist another student to copy.

(b) Students shall produce their Student Identity Card at any time if required to do so by an Invigilator in the examinations. In case a student has forgotten his/her ID card, the following procedures will apply:

- Mauritian students should mandatorily show another official photo ID, such as **National ID**, passport or driving license to the Invigilator;
- International students should mandatorily show their original valid **passport** to the Invigilator;
- S/he will be requested to fill the official form available and the Invigilators will record same in the Examination Conduct Report;
- The Administrative Officer of the Faculty/ Centre will be called to the examination room to check the name on the photo ID against the UoM Student ID on the Student Portfolio or with the Admission and Students Records Office.
- If student is found to have impersonated another student, Disciplinary action will be initiated in line with UoM procedures. S/he will not be allowed to sit for the examination session.
- Students who have been expelled may be allowed to rejoin the University of Mauritius after two Academic Years, subject to:
  - Approval by the Senate; and
  - The student meeting the relevant entry requirements at the time of re-admission.

(c) Personal effects such as handbags/ briefcases/ sundry items should be deposited, entirely at student's own risk, in the area(s) designated by the invigilator(s).

(d) Only transparent pencil cases will be allowed inside the examination room.

(e) Students shall be admitted to the examination room in sufficient time to enable them to take their seats and secure the examination papers before the beginning of the examination.

(f) Students must ensure that they write the correct and proper ID number on their 'Examination Answer Book(s)' and verify same prior to submission.

(g) Except in an emergency, a student may not leave the examination room within the first half hour of the examination.

(h) Students should not leave the examination room during the examination in any case without informing the invigilators.

(i) A student who arrives at an examination room after the examination has begun shall be admitted provided no other student for the same examination has left the room. If another student for the same examination has already left the room the late-comer shall not be admitted. No student will be

admitted after half an hour from the start of the examinations except under extenuating circumstances.

(j) A student who is admitted to an examination after the official starting time thereof shall not be granted any additional time in which to complete the examination.

(k) No book or paper of any kind may be taken into the examination room unless it has been duly authorised by the Examiners for use in the examination room. Unauthorised materials or information must not be introduced into the examination room by any means whatsoever.

(l) No mobile phones or any other communication/ electronic device (excluding authorised devices such as hearing aids for physically disabled students) should be brought inside the examination rooms, except in designated space.

Students caught during the examination with mobiles *(independent of whether these are switched on or off, or contain relevant materials)* will be reported to have breached the examinations regulations. The mobile device will be temporarily seized, details pertaining to the device will be noted and will be returned to the student after that particular examination.

The contents of the mobile/ device will not be viewed and there will not be other options of assessing. No further investigation will be done to determine the intention to cheat or assess the degree of the breach, for instance, whether the device contained materials to cheat.

- **Penalty for Possession of Mobile Phone/Device in Examination Room**
  - i. The same level of penalty shall be applicable for students found in possession of a mobile phone/device inside an examination room, as those found in possession of unauthorised physical learning notes.
  - **ii.** Prior to the start of the examinations, students shall be requested by **Invigilators to do a self-search to confirm that they have not inadvertently brought any mobile phone/device and/or unauthorised physical learning notes, inside the examination room.**
  - iii. Should the student inadvertently have brought his/her mobile phone/device with him/her inside the examination room, he/she shall be requested by the Invigilators to deposit the mobile phone/device in an area designated by the Invigilators, to be collected at the end of the examinations.
  - iv. Notwithstanding (ii) and (iii) above, if a student is found in possession of a mobile phone/device inside the examination room, **the same level of penalty will be applied, as is currently the case for those students caught with physical learning notes.**

All students are requested to kindly abide by the UoM Regulations with respect to the Conduct for Examinations".

(m) Eating is not allowed in the examination rooms.

(n) Students are forbidden to communicate with anyone except an Invigilator during the examinations.

(o) Answers to questions must be written legibly in **blue** or **black** ink.

(p) Students should only write on paper provided by Invigilators during examinations, and not on body parts, table, ruler, rubber and any other surface(s). Disciplinary action will be taken against students who write on any surface(s) other than paper provided by Invigilators during the examinations.

(q) If the use of calculators in an examination is authorised, such calculators shall be silent.
Calculators with facilities for storing and retrieving text, graphical calculators, personal organisers, dictionaries, thesauruses, language translators and computers, and other devices capable of communicating directly with other similar devices are **not permitted** in examinations.
Any student found using an unauthorised device in an examination will be reported for breach of Examination Regulations. The device(s) will be immediately confiscated and the University will be under no obligation to issue the student with a replacement device for the remainder of the examination.

(r) Students having **temporarily** left the examination room during the official examination time and found in breach of examination regulations would be subjected to Disciplinary Action.

(s) **Any student found guilty of impersonation during examinations will be expelled from the University.**

(iii) After Examinations

No answer book or supplementary sheet *(used or unused)* shall be taken out of the examination room.

Note: Students found breaching the above Examination Regulations, (ii) *[(a), (d), (f), (h), (k), (l), (m), (n), (p), (q), (r)] and (iii) (After Examinations)* shall be liable to disciplinary action.

The above list is not exhaustive and any examination irregularity taking other form(s) will be reported for Disciplinary Action.

6.6 ABSENCE FROM CLASS TESTS/ EXAMINATIONS

(i) If a student is absent from examinations/class tests without compelling reasons, s/he shall be deemed to have failed her/his examinations.

(ii) If a student is absent from examinations/class tests due to ill health, s/he shall submit a valid Medical Certificate (from registered Public/Private Medical Practitioner) to the Dean's/ Director's Office ***within 3 working days (excluding Saturdays, Sundays and Public Holidays****) from the date of the examinations/class tests. Grade N will be awarded and the student will be allowed to retake the module as and when next offered.*

(iii) If a student is absent from examinations/class tests but provides evidence of extenuating circumstance (other than on grounds of ill health) acceptable to the Board of Examiners and Faculty/Centre Board, s/he may be recommended for award of an Incomplete Grade in the module concerned, subject to approval by Examination Results Committee and Senate, as applicable. It is up to the discretion of the Board of Examiners/Faculty/Centre Board to determine the validity of the extenuating circumstance (other than on grounds of ill health).

(iv) If a student falls ill during an examination/class test and does not submit her/his script, s/he is deemed to have failed the examination/class test unless recommended otherwise by the Board of Examiners and Faculty/Centre Board and approved by Examination Results Committee and Senate, as applicable.

(v) If a student has completed the scheme of study has been prevented from taking the whole or some part of an examination and has presented evidence of ill health or other cause as constituting sufficient reason for being absent from the examinations/class tests, Examination Results Committee and Senate, as applicable, may, on the recommendation of Board of Examiners and Faculty/Centre Board, permit the student to retake whole or part of the examinations/class tests with the next cohort of students. Modules not examined in the meantime will be awarded the appropriate Grade as per UoM Regulations.

(vi) Students who request absence from classes, examinations/ class tests for reasons of childbirth, must apply beforehand, providing a Medical Certificate indicating the expected date of delivery. A Medical Certificate stating the actual date of delivery should be eventually submitted to the Dean's/Director's Office ***within two weeks*** *of the delivery."*

(vii) In case of heavy rainfall and pending the protocol from the parent Ministry, and in the absence of any communique from the University, it would be at the discretion of the Lecturer/Tutor to proceed with the Class Test and s/he would then decide on the mode of assessment for those students who were absent for the Class Test.

6.7 EXAMINERS

(i) The examiners in any module shall be the Head of Department/ Division/ Section/ Centre in which the module is taught and the persons (part-time and full-time) who taught the module. For the final year project/ dissertation, the examiners are the supervisor(s) and the second assessor.

(ii) External Examiners shall be appointed by Senate in the manner it shall prescribe.

(iii) Examination papers shall be agreed upon with the External Examiner(s) where appropriate.

(iv) In the event of serious divergence of opinion between the External Examiner(s) and internal examiner(s), the recommendation of the External Examiner(s) shall be final, subject to approval by Senate.

(v) Every External Examiner shall report to the Vice-Chancellor on the standard of the examinations and on any other matter which s/he considers relevant.

6.8 BOARD OF EXAMINERS

There shall be a Board of Examiners for each semester/ year of a Programme, as appropriate.

The Board of Examiners shall comprise:

For Normal Cohorts	**For Outside Normal Cohorts** (Beyond Normal Duration of the Cohort)
(a) The Head of Department concerned as Chairperson. (b) The Head of Unit (if applicable) (c) The Programme Coordinator for the year concerned. (d) All Examiners for the semester/ year and External Examiner(s) where appropriate. (e) All Project Supervisors & Assessors (if applicable). Secretary: Administrative Officer of the Exams Section of the Faculty/ Centre. The quorum set shall not be less than 50% of the internal examiners*.	(a) The Head of Department as Chairperson (b) The Head of Unit (if applicable) (c) The Programme Coordinator for the year concerned. (d) All Examiners for the semester/ year of the modules examined. (e) Project Supervisor(s) & Assessor(s) (if applicable). Secretary: Administrative Officer of the Exams Section of the Faculty/ Centre. The quorum set shall not be less than 50% of the internal examiners*.
Note: *"internal examiner" means "full-time academic staff of the University of Mauritius". "All Examiners" means "full-time academic staff of UoM and part-time Lecturers". "External Examiners" means "Officers appointed by the UoM Senate from recognised Universities/ Research Institutions, normally for final year Programmes"	

6.9 EXAMINATIONS

(i) In any academic year, there are normally 2 main examination periods, usually of two to four weeks' duration, unless specified otherwise in the Programme of Study namely:

(a) End of Semester 1; and
(b) End of Semester 2.

No examinations will normally be held apart from these specific periods except for the Special Retake/ Special Written Examinations (Refer to section 4.9) and Resit Examinations (Refer to section 4.10). Any examinations outside the normal period must be approved by Senate.

Modules may be examined at the end of the academic year or end of semester 2 even if they were delivered in semester 1.

(ii) A student who fails to satisfy the examiners in a core module will have to retake the module; in case of failure in electives, student may retake the electives afresh, or take other electives.

(iii) Information on factors that could adversely affect the performance of a student in the Semester, Yearly or Final Examination should be brought to the attention of the Dean of Faculty/ Centre Director in writing well before the results of the student are referred to the Board of Examiners.

(iv) The award of honours, distinction and merit shall be based on the candidate's performance throughout his/her studies, and in such other test of assessment as the Senate may from time to time require.

6.10 PUBLICATION OF RESULTS

(i) **Official** non-final year results will be posted online following approval by Examinations Results Committee, for students to access their Transcripts directly;

(ii) **Official** final year results will be posted online following approval by Senate, for students to access their Transcripts directly; and

(iii) **Official** notification of the final examination results as confirmed by Senate shall be provided online to each student by the Registrar; and

(iv) Student has to clear all outstanding debts to access his/her Transcripts/Examination Results.

6.11 EXAMINATION IRREGULARITIES

(i) Where the Chief Invigilator notices or is made to notice any case of examination irregularity, s/he shall report the facts, in writing, through the Dean of Faculty/ Centre Director to the Registrar who shall refer the matter to the Chairperson of the Discipline Committee through the Secretary.

(ii) The student in question shall be notified by the Secretary of the Discipline Committee (Examination & Plagiarism), in writing, of the charges against him/her.

(iii) Pending the decision of the Discipline Committee process, the student will be allowed to write any remaining University examinations. The decision to assess or not to assess the student's scripts shall be taken in the light of the findings of the Discipline Committee.

(v) Cases of examination irregularity being probed by the Discipline Committee shall be notified by the Registrar to the Chairperson of the Board of Examiners concerned so that examiners shall not mark any answer scripts of the

candidate(s) involved until notified by Senate. The Examiner shall however obtain access to the answer script for the purpose of filling in the Examiners' Report to be submitted to the Discipline Committee.

(vi) A student may plead guilty if s/he has been alleged to have breached examination regulations. S/he need not attend the Discipline Committee on the date mentioned if s/he pleads guilty through the **'Student's Report Form**. The **'Student's Report Form'** (available at the Faculty/ Centre Registry) should reach the **Secretary of the Discipline Committee** not less than three days before the date the hearing of the Discipline Committee is scheduled.

(vii) A student can appeal to Senate through the Secretary against any decision of Senate, following the recommendation of the Discipline Committee provided that the notice of appeal is lodged within fourteen calendar days of the Registrar's serving notice of the decision against which the student is appealing. The decision of Senate shall be final. Please refer to section of 5.6.2 for procedures to lodge an appeal with the Senate.

(viii) **Missing/ Incorrect IDs on Examination Answer Books (First Time)**

A clear-cut case of missing/ incorrect ID on Examination Answer Book by a student who is being reported for the first time will not be considered as a breach of Examination Regulations and will thus not be referred to the Discipline Committee (Examination & Plagiarism). Instead, it will be dealt with internally at the level of Faculty/ Centre, as follows:

(a) When a case of **missing ID** on an Examination Answer Book is reported by Examiner(s) for any one (1) student, the Examiner(s) will, before any marking is done, report the matter to the Administrative Officer (Examination Section) who will call the student and in the presence of the Examiner(s) and Programme Coordinator as witnesses, request the student to identify his/her Answer Book.

(b) **A case of incorrect ID** on an Examination Answer Book will be reported by Examiner(s), as soon as detected, to the Administrative Officer (Examination Section) who will call the student and in the presence of the Examiner(s) and Programme Coordinator as witnesses, request the student to correctly identify his/her Answer Book. The student will be issued an official letter of warning by the Dean of Faculty/ Director of Centre and be requested to pay **a fine of Rs 2,500**.

(ix) **Missing/ Incorrect IDs on Examination Answer Books by Students who are reported for a Second Time**

These cases will be considered as a first offence in respect of the Breach of Examination Regulations and will be referred to the Discipline Committee (Examination & Plagiarism) for a hearing and for relevant penalties, as per Section 5.3.3 of the Regulations.

(x) **Missing/ Incorrect IDs on Examination Answer Books where two (2) or more Students are involved in the same Examination**

The matter will be firstly investigated by a panel consisting of the Head of Department, Programme Coordinator and Examiner(s). The Chief Invigilator/ Invigilator may be called as witness(es) but will not form part of the panel.

(a) For clear-cut cases, procedures as at recommendation (vii) (a) & (b) above will apply.

(b) If the Faculty/ Centre suspects an alleged Breach of Regulations with a deliberate intention to 'cheat', even at the first occurrence, then the case(s) will be referred to the Discipline Committee (Examination & Plagiarism) for a hearing and for relevant penalties, as per Section 5.3.3 of the Regulations.

(x) Section 5.3.3 (iv) of the Regulations, which reads as "Any student found guilty of a breach of examination regulations or plagiarism for a particular Programme shall **not** be eligible for any prize or medal or scholarship, **throughout his/her stay** at UoM as a registered student" for that Programme **may be waived** upon recommendation of the Discipline Committee (Examination & Plagiarism) on the merit of a case of missing/ incorrect ID.

(xi) Incorrect ID written by students for their Class Tests should be treated along the same lines as for missing/ incorrect ID for Examination Answer books.

(xii) **Omission from Students to Tick the Check Box on Cover Page of Examination Answer Books**

Cases pertaining to students failing to tick the Check Box on Examination Answer Books, to confirm that they have read the UoM Regulations about Breach of UoM Regulations, be dealt with along the same line as for "Missing/ Incorrect IDs on Examination Answer Books" under Section 6.11 (vii) and (viii) above.

6.12 CHEATING OR FABRICATION OR FALSIFICATION OF RESULTS IN ANY FORM OF CONTINUOUS ASSESSMENT WORK

(i) Cheating or Fabrication or Falsification of Results in a Class/ Practical Test or in any form of Continuous Assessment Work

(a) A student found cheating or is suspected of Fabrication or Falsification of Results in a class/ practical test or in any form of Continuous Assessment Work is invited to provide an explanation to the assessor/ lecturer.

(b) If the student admits the offence, a mark of zero for the entire test is awarded to him/her. A note of the offence should be sent to the Examinations Office/ Administrative Officer through the Dean/ Director, Head of Department and Programme Coordinator, and signed by both the student and assessor/ lecturer.

(c) If the student denies the offence, the matter is referred to the Dean of Faculty/ Director of Centre.

(d) A Committee comprising the Dean of Faculty/ Director of Centre, the assessor/ lecturer involved, Programme Coordinator and the Head of Department is set up and the student is called for explanation before the Committee.

(e) If the student admits the offence, a mark of zero for the entire test is awarded to him/her. A note of the offence should be sent to the Examinations Office/ Administrative Officer through the Dean/ Director, Head of Department and Programme Coordinator, and signed by both the student and assessor/ lecturer.

(f) If again the student denies the act, the Committee will consider the case and decide whether or not the student is guilty. If the student is found guilty, a mark of zero for the entire test is awarded to him/her.

(g) The decision of the Committee will be final and the student will have no right to appeal.

(ii) Cases of alleged plagiarism

Cases of alleged plagiarism in an assignment/practical will be dealt with as per the regulation on "Plagiarism" as detailed in Chapter 7."

6.13 REVIEW OF EXAMINATION SCRIPTS

Requests for review of examination scripts from students should be lodged **on-line on the Student e-Review System (SeRS)** within seven (7) working days (excluding Saturdays, Sundays and Public Holidays) of **accessing** the transcript **on-line**. Students should provide as far as possible all marked assignments and tests at the time of applying for the Review.

A fee is payable for each module to be reviewed (Refer to section 13.9). The whole amount will be refunded to the student if the latter's grade is improved following the review of his/her examination script(s).

The Examinations Office will inform the student of the outcome of his/her request for review **normally** within 4 weeks from the receipt of the application for review and take any action, if necessary, with respect to refund of the fee to the student.

Refer to section 8.7 with respect to review of projects/ dissertations.

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