
EXAMINATIONS MODERATION, CENTRALIZED MARKING AND RESULTS HANDLING GUIDELINES

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SECTION 1 : EXAMINATIONS MODERATION

1.1 Introduction

Moderation of examination papers ensures that their form and content are appropriate and valid in terms of standards, assessment of learning outcomes, syllabus coverage, level of challenge, and fairness to students. Course lecturers/coordinators are responsible for the formatting and content of their examination papers, so they should check the paper for accuracy, subject matter, spelling and grammar, using the format and guidelines supplied by the University Senate.

1.2 Procedure for Moderation of Examination Papers

- (i) The Head of Department shall prepare a list of examination papers (marking schemes inclusive) received and arrange for moderation;
- (ii) In regard to internal moderation the Head of Department shall propose moderators for appointment by the Dean of Faculty. Where a course is shared, the course coordinator shall lead the moderation activity;
Where External Examiners are involved in moderation, the Faculty shall forward nominees to Senate for approval and appointment by the Academic Registrar
- (iii) Moderators will respond back to the lecturer or course coordinator confirming that the examination is appropriate or proposing amendments;
- (iv) If amendments are recommended these will be communicated to the lecturer/course coordinator for their action;
- (v) The lecturer and course coordinator must retain a copy of the moderator's comments and responses. This may require several iterations until an agreement is arrived at;
- (vi) At the end of this process, a standard form for moderation of examination papers will be completed by the moderator and submitted to the Head of Department before the prescribed deadline;(see appendix 1)
- (vii) The course lecturer will make any necessary amendments and submit the final examination to the Head of Department.
- (viii) The HOD will finally submit the form to the Dean of the faculty for the final endorsement and custody

SECTION 2: CENTRALIZED MARKING

2.0 Introduction:

The University Senate resolved to adopt Centralized Marking of End of Semester Examinations as a quality control measure for University Examinations. Centralized marking is where Examiners gather and cluster themselves to mark examination scripts from a gazetted venue for a specific period of time. Centralized marking guarantees security of scripts, reduces on the possibility of subjectivity as it involves a wide spectrum of departmental expertise and promotes team work. Compliance to centralized Marking is mandatory to all categories of Academic staff i.e Full time and Part time staff

The success of centralized marking largely depends on;

- i) timely setting, moderation, printing & storage of exams ,
- ii) Invigilation of Examinations in line with University regulations
- iii) Group marking of the scripts.
- iv) A spacious room with enough furniture to facilitate marking
- v) coordinated and harmonized examination timetable

Besides, a number of factors and stake holders play prominent roles in ensuring successful implementation of Centralized marking as enumerated below;

2.1 CENTRALIZED MARKING

2.1.1 Storage and processing of Undergraduate Exams

- i) Final Examination Papers shall be kept in a safe & secure facility preferably in the office of the Faculty Dean
- ii) The Faculty Dean shall keep Final Examinations under his custody and release them for Printing to the authorized persons at the right time
- iii) Exams shall be printed at least a week to the administration of the Examination Paper and kept in the office of the Faculty Dean

2.1.2 Marking Venue

- i) The Marking venue shall be spacious enough to allow Examiners work in Small groups
- ii) Meals (Breakfast, Lunch and Evening tea) shall be provided at the Marking venue
- iii) The Venue shall remain open between 7.30-6.30
- iv) If safe & secure storage is assured, Examination Scripts may be kept in the marking room

but where it is not possible, they will be kept in the office of the Dean

2.1.3 Role of Academic Registrar

- i) Provide Marking Schedule for the University
- ii) In consultation with the Deputy Vice Chancellor, arrange Marking verification visits to different Faculties

2.1.4 Role of the Faculty Dean

- i) The Dean shall receive Final examinations from Heads of department (5 weeks) to End of Semester and he shall put them under safe & secure custody preferably in the office of the Dean
- ii) A week to administration of Examinations, the Dean who is the overall Examination Supervisor shall release the Final Examination paper to the chief invigilator for printing and photocopying
- iii) The dean shall receive and store, the printed and photocopied Examinations until the day for conducting the Exam
- iv) To release Examination Papers to authorized officers for administering
- v) To develop a log sheet for releasing Examination scripts for Marking
- vi) To prepare a Marking time table for different Course units
- vii) Ensure Marking is conducted in the gazetted venue and according to the schedule
- viii) To receive and ensure safe storage of Marked scripts
- ix) To sign and forward the Consolidated Mark Sheets to the Academic Registrar after results have been approved by the Faculty Boards

2.1.5 Role of the Main Invigilator/ Chief Examiner/ Course Coordinator

The Content expert in a particular course unit shall act as the course coordinator for the Content delivery, a main invigilator at the administration of the Examination and a Chief Examiner during Marking.

The Main invigilator/ Chief Examiner/ Course coordinator shall;

- i) coordinate Examination moderation process in line with the provisions of the University Examination rules and regulations and shall submit the Final Examination Paper to the Dean for safe custody 5 weeks to end of Semester
- ii) Collect the Final Examination Paper from the Dean, Print and Make enough copies a week in advance
- iii) Return the processed Examinations papers to the Dean for storage until the Examination time
- iv) Collect the Examination Paper from the Dean and conduct the Exam together with other invigilators as provided on the Examination time table
- v) Together with the other invigilators, receive Examination Scripts from candidates, count them, Put them in an envelope, Seal & label them and return them to the Dean
- vi) Collect the Examination Scripts from the Dean and present them to the Marking Venue for marking with the rest of departmental staff
- vii) Report to the Dean the progress of Marking if required
- viii) Make a Mark sheet of final grades inclusive of End of Semester results and Course work for presentation to departmental Board of Examiners which shall in turn present them to the Faculty Board
- ix) Ensure Marked Examination Scripts are submitted back to the Dean for storage
- x) Even when a staff is alone in the department, he/ she shall do marking from the gazetted area

2.1.6 Role of departmental staff

- i) To participate in Centralized Marking in line with the marking time table provided by the Faculty Dean

- ii) Shall set sample examination papers together with the marking guides for the course units taught and submit to HOD to forward for moderation.
- iii) Shall participate in the invigilation exercise as provided by the timetable.
- iv) Shall ensure a proper record of the answer booklets, students' scripts and invigilation documents.
- v) Shall report to the marking venue according to the marking schedule.
- vi) shall keep record of the scripts marked and the record of marks as captured from all the scripts marked in the red mark sheets

2.1.7 Role of Faculty Registrar

The Faculty Registrar shall:

- i) In Consultation with the Faculty Timetable coordinator and Faculty Dean, draft the End of Semester Examinations timetable clearly showing dates, venue, name and type of Exam and invigilators
- ii) Arrange Examination venues in line with University Examination rules & regulations
- iii) Together with invigilators, Ensure students who sit for Exams are actually eligible
- iv) Arrange appropriate marking venue and ensure academic staff welfare during the Marking exercise
- v) Ensure timely Provision of necessary logistics for the Examination process namely; Stationery for processing enough copies of Examinations, availability of Toner, invigilation allowances and refreshments during the course of Examinations
- vi) Receive students' grades from Course coordinators after approval by departmental Board of Examiners
- vii) Prepare consolidated Mark sheets for different years of study for presentation to the Faculty Board for approval
- viii) Ensure the consolidated Mark sheets are forwarded to the Academic Registrar after being signed off by the Faculty Dean

SECTION 3: HANDLING OF RESULTS

3.0 INTRODUCTION

Section 45 (2) e - f of the Universities and Other Tertiary Institutions Act, 2001 as amended obligates the University Senate to make regulations regarding the standard of proficiency to be attained in each examination and also decide which persons have reached the standard of proficiency and are fit for the award. Additionally section 45 (5) of the same Act, stipulates that Senate may delegate any of its powers or functions to a Faculty, School, Board of studies or Committee as the Senate may consider fit. In this regard the task of Examination handling by any officer or lower organ in the university, other than Senate is a delegated function. The Guidelines provided below are meant to streamline the process of handling results by defining the roles of different offices before submission of results to University Senate for approval

3.1 HANDLING OF RESULTS

3.1.1 Departmental Board of Examiners/ Faculty Examiners committee

- i) Results shall be presented by course coordinators in departmental meetings or Faculty Examiners' meetings by the course coordinator of a particular course unit for consideration
- ii) Departmental Examiners' meetings shall be convened by the Head of Department and

- a nominated member of department shall provide secretariat services
- iii) The results presented by course coordinators shall clearly show the continuous assessment work, end of semester scores and the total percentage mark
- iv) Where Departments are satisfactorily established with adequate staff members the departmental Board shall constitute members of a particular department
- v) Where departments are not satisfactorily established with adequate staff members, a joint committee of Examination course coordinators (Faculty Examiners' committee) may be constituted to vet results before presenting the results to Faculty Board
- vi) Where Faculty Examiners' Committee meetings are used to vet results, the Faculty Deputy Dean will be the chairperson and the Faculty Registrar shall provide secretariat Services

3.1.2 Role of Main Invigilator/ Chief Examiner/ Course Coordinator

The Chief Examiner shall:

- i) Present results to the departmental/Examiners meeting for vetting
- ii) Give highlights about students performance
- iii) Update departmental meeting about setting, moderation, invigilation and marking exercise
- iv) Implement resolutions of the meeting
- v) submit results to the Faculty Registrar
- vi) Be responsible for entering the results in the Academic Information Management System (AIMS) after they have been approved by the Faculty Board where applicable

3.1.2 Role of Departmental Board of Examiners/ Faculty Examiners committee:

The exercise of vetting of results at this level shall include but not limited to;

- (i) Receiving updates from the course coordinators about setting, moderation, invigilation and marking of the Exam
- (ii) Ensuring that all students who sat for End of Semester Examinations have been captured on the Red Mark Sheet
- (iii) Confirming that students who sat for End of Exams were legible in terms of attaining a certificate of due performance and registering for that particular course unit
- (iv) Identifying outlier performers and explore their strengths/weaknesses
- (v) Identify possible remedial measures for the weak students
- (vi) Consider compensation of scores between 48-49 in line with compensation guidelines provided for in the University rules and regulations or Consider remarking where compensation is not possible
- (vii) Compare current performance with the previous candidates in a particular course unit and identify reasons for the scenario
- vii) Take note of any Exam irregularities and steps being taken to handle suspected offenders
- viii) Recommend results to Faculty Board
- ix) Submit results to the Faculty Dean through the Faculty Registrar with Minutes of the Departmental / Examiners' meeting.

3.1.3 Role of Faculty Registrar

- i) Receive Results from Departmental Heads/course coordinators where applicable With Minutes recommending the results to the Faculty Board
- ii) Check the results against recommendations of departmental/Examiners' meeting

- iii) Enter results in a summary sheet per year of study, capturing the Percentage Mark and letter grade for each candidate for all course units offered in the semester
- iv) Indicate the progress status for each student, highlighting problem cases and retakers
- v) Ensure that all students who attended Examinations are accounted for
- vi) Consult with the Faculty Dean and Deputy Dean to convene the Faculty Board.
- vii) Forward results approved by the Faculty Board to the Academic Registrar in both electronic and hardcopy with approval Minute Extract.
- viii) Display provisional results for students notice after Faculty Board approval
- ix) Receive and appropriately act on students' complaints concerning their results
- x) Fill the Senate results presentation sheet for the Faculty Dean to present to Senate after Faculty Board approval
- xi) Prepare and present the Graduation list to the Faculty Board for approval
- xii) Verify results entered on AIMS by Chief Examiner/ Course Coordinators

3.1.4 The Faculty Board

- i) The Deputy Dean shall Present the summary results per year of study to the Faculty Board for consideration
- ii) The Board shall consider recommendations from Departmental / Examiners' meetings, identify remedies and consult Senate where need be
- iii) The Board shall review the results, consider and recommend them to Senate for approval.
- iv) The Board shall consider the Examinations Malpractices investigation Committee report and review/ confirm penalties
- v) Where a student is under investigation for suspected Examination Malpractice, such results shall not be approved by the Faculty Board and therefore won't be submitted to Senate
- vi) Such results under in (v) above shall only be presented to Faculty Board for consideration if the investigation committee report recommends so.
- vii) Faculty Board shall submit a report about Examination Malpractices to Senate and actions taken where necessary
- viii) Results approved by Faculty Board shall be considered provisional until the University Senate approves and confirms them

3.1.5 Role of the Faculty Dean

- i) The Dean shall convene and chair the Faculty Board meeting
- ii) He/ she shall implement Faculty Board recommendations
- iii) He/ she shall ensure that results approved by the Faculty Board are submitted to the Academic Registrar
- iv) He/ she shall present the results for consideration at Academic Affairs & Library Committee of Senate
- v) Present the graduation list to Academic Affairs & Library Committee of Senate for confirmation and approval
- vi) He/she shall confirm/approve results entered on the AIMS

3.1.6 Role of the Academic Registrar

The Academic Registrar shall;

- i) Receive results approved by the Faculty Board in both electronic and hardcopy with approval Minute Extract

- ii) Require the systems analyst to enter the results in AIMS if they have not been entered by the Faculty
- iii) If the results have already been entered in AIMS, he/she shall require the systems analyst to confirm the results on the system against the hardcopy results
- iv) Shall lay results reports produced from AIMS for Senate consideration
- v) Ensure only authorized officers access students records in AIMS

3.1.7 Academic Affairs & Library Committee of Senate

- i) The Committee shall consider results approved by Faculty Board and presented by the Faculty Dean/ representative
- ii) The Academic Affairs & Library Committee of Senate may accept, reject, vary or modify examination results presented to it by the Faculty Boards
- iii) Shall receive and consider the graduation list for senate approval
- iv) Shall consider Examination results at the end of every semester unless otherwise approved by Senate.
- v) The committee shall recommend results and reports to Senate for approval

3.1.8 The Senate

- i) Senate shall receive and consider the recommended results presented by Academic Affairs & Library Committee of Senate for approval.
- ii) Senate may accept, reject, vary or modify examination results presented to it by the Academic Affairs & Library Committee of Senate
- iii) Senate shall approve the graduation lists and ensure only those persons who have reached the standard of proficiency get the award
- iv) Senate shall consider Examination results at the end of every semester unless otherwise approved by Senate.
- v) No department or Faculty has the authority to alter examination marks or results, once they have been approved by Senate.
- vi) After Senate has approved the results, continuing students can obtain statements of results while Finalist students may be issued with Academic Transcripts
- vii) Certificates shall only be issued after the graduation function.

APPENDIX 1: EXAMINATION MODERATION TOOL

Faculty..... Department

.....

Course Code & Title: CUs:

.....

Semester: Academic Year: Programme:

.....

Examiner's Name:

.....

Internal Moderator:

Signature.....

PART 1: THE QUESTION PAPER FORMATTING

#	Description	Y	N	Comment
1	The cover page has all relevant details such as time allocation, name of the subject, and instructions to candidates.			
2	The instructions to candidates are clearly specified & explicit.			
3	The layout of the paper can easily be understood by the student.			
4	The paper has the correct page numbering.			
5	Appropriate fonts are used throughout the paper.			
6	Mark allocations are clearly specified and are the same as that on the Marking Scheme			
7	The total marks in the question paper and the Marking Schemes are accurate.			
8	The paper can be completed within the allocated time.			
9	The paper adheres to University examination rubrics.			

PART 2: CONTENT COVERAGE

1	The paper adequately covers the Learning Outcomes and the Assessment Criteria in the course syllabus.			
2	The questions are within the broad scope of the curriculum as indicated by the course syllabus.			
3	The paper covers questions of various types e.g. data response, essay, life experience scenarios and practical problem solving, etc.			
4	The paper allows for creative responses from candidates.			

5	The questions demonstrate the latest developments in the Learning Area.			
6	The illustrations are suitable, appropriate, and relevant to the course.			
7	There is a link between mark distribution, level of difficulty and time allocation.			
8	The questions are set in sequential manner from simple to more challenging.			
9	Subject vocabulary/terminology / data are used appropriately.			

PART 3: SKILL AND COGNITIVE LEVELS

1	There is an appropriate coverage in terms of the different cognitive levels (Bloom’s taxonomy may have been used).			
2	Where there is a choice, questions are of equal level of difficulty and importance			
3	There is an appropriate allocation of marks according to the duration of paper and the nature of subject.			
4	There is an appropriate variety in the construction of questions, e.g. factual, data-response, critical evaluation, problem solving, oral, numerical and pictorial.			

PART 4: THE MARKING SCHEME

1	The Marking Scheme is accurate.			
2	The Marking Scheme corresponds to questions in the question paper.			
3	The Marking Scheme creates allowance for unconventional responses.			
4	The Marking Scheme is presented clearly and coherently.			
5	The mark distribution in the question paper matches with the allocated mark in the Marking Scheme.			
6	The mark allocation is accurate for subsections and the paper as a whole.			

Other Comments:

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Signature of moderator:

Date:

Response and action to Moderator’s Comments:

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Signature of Examiner: Date:

Final Signature of Internal Moderator: Date:
.....

HOD's Comment:

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Signature of the HOD..... Date:
.....

Signature of the Faculty Dean..... Date: ...