



AFRICA COLLEGE OF THEOLOGY-ACT

Training Redemptive Servant Leaders

**CODE OF PRACTICE ON SETTING AND
MODERATING EXAMINATIONS**

AUGUST 2023

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INTRODUCTION

These regulations are additional to the relevant sections in the ACT Admission and Academic Policy. It is the responsibility of the Academic Registrar to ensure the integrity of the examination processes and provide a conducive environment for the examinations.

1. CODE OF PRACTICE ON SETTING AND MODERATING EXAMINATION PAPERS

1.1 Context

This policy specifies the assessment moderation practice and procedures. Assessment moderation is designed to be a quality assurance practice ensuring that marks or grades are awarded appropriately and consistently. It involves reviewing assessment schemes, items, and assessor judgments. It is designed to provide timely feedback to the markers (i.e. lecturers) and assists with creating consistency of marking between markers.

Assessment moderation aims to maintain and strengthen the integrity of the overall assessment system at ACT. It ensures that grades attributed to students' performances reflect the appropriate standards at the subject level and satisfy institutional, national, and international standards of the academic discipline or professional community.

1.2 Scope

1.2.1 Rationale: This policy applies to all award modules offered by ACT. Selected key assessment tasks including final exams, mid-term tests, or other assessments, which are weighted at different percentages of the total assessment marks, are subject to moderation.

1.2.2. The responsibility of assessment moderation lies with the Deputy Principal academics, ACT.

2. DEFINITION

2.1. Moderation is a quality assurance process that is used to check that assessment practices are applied equitably to all students in the same program.

2.2 Moderation includes processes put in place before marking and grading to ensure assessors understand assessment criteria and performance standards, and those put in place subsequently to ensure consistency in their application. Moderation ensures that marks or grades are awarded appropriately and consistently.

2.3 Krause (2012) defines moderation as: 'A quality review and assurance process that supports assessment setting and marking activities. It involves using other academics

and qualified staff to confirm that the assessment tasks and marking are valid and reliable.'

3. THE ROLE OF INTERNAL ASSESSMENT MODERATION

Internal assessment moderators are subject assessors and other nominees by the DPA at ACT. The role of assessment moderators is defined as including:

- a) Reviewing the appropriateness of all assessment items as specified in the subject outlines and recommending improvements if any (see 4.1 Assessment Setting below);
- b) Moderating or endorsing the marked progressive assessments (e.g. mid-term, assignments) during the semester and recommending improvements if any (see 4.2 Assessment Marking below);
- c) Reviewing the appropriateness of end-of-semester assessment (i.e. final exam) during the term and recommending improvements if any (see 4.3 Examination Setting below);
- d) Moderating or endorsing the marked end-of-semester assessment after the exam period and recommending improvements if any (see 4.4 Examination Marking below);
- e) The questions are properly structured and clearly expressed
- f) The questions are clear and not ambiguous
- g) The paper makes it possible to distinguish across the full range of ability or competency
- h) Questions are appropriate in length and level of difficulty and are assigned the marks allocated to them

4. INTERNAL MODERATION PROCEDURES

4.1 Stage a) Assessment Setting

Subject Assessors review and endorse the assessment items of each subject by reviewing the unit outline proposed for that semester and before release to students. Specifically, the following:

- a) Ensure Assessment Guidelines to ensure that each assessment item fits within the guidance provided;
- b) If the assessment's timelines are appropriate, comprehensively specified, and aligned with the graduate attributes endorsed by ACT;
- c) The description of each assessment includes the nature of the assessment, the weighting, word/time limits, format, due date, etc., and any other factors of significance to that assessment;
- d) The linkage between the specified learning outcomes and each assessment is demonstrated;
- e) An explication or guidance concerning the assessment requirements to be met by students, and the intended method of allocating marks for each assessment is provided if appropriate.

- f) If clear instructions are given to students;
- g) If the progressive assessments are designed to address the learning objectives;
- h) If there is a reasonable degree of analytical, situational, scenario-based questions, etc. to ensure the application of the knowledge learned.

4.2 Stage b) Assessment Marking

The examination committee and/or other nominees by the DPA moderate or endorse the marked progressive assessments. Specifically, the following:

- a) If there is incorrect tallying of the marks;
- b) If there is sufficient and constructive feedback given to the students, especially when the assessments are qualitative in nature (i.e. essays, reports, etc.).

4.3 Stage c) Examination Setting

Subject assessors and/or other nominees by the DPA review the end-of-term assessments before the end of the term. Specifically, the following:

- a) If the scope, length, and difficulty of the exam questions are suitable for addressing the learning outcomes and the graduate attributes;
- b) If clear instructions are given to students; If exam templates are used;
- c) If the weighting of multiple-choice questions is standard.

4.4 Stage d) Examination Marking

Subject assessors and/or other nominees by the DPA moderate or endorse the marked end-of-term assessments before releasing the results to students. Specifically, the following:

- a) If there are significant departures from the marking guide;
- b) If there is incorrect tallying of the marks.
- c) If the distributions of grades are within acceptable norms;
 - Fail rates not above 15% of the class population
 - Class average (mean) within 70% - 93%
- d) If these distributions fall outside these parameters, then the Examination Committee investigates the marks and is authorized to accept or suggest a moderation of these results.
- e) If a moderation is endorsed by the Examination Committee, the formula applied must be recorded and reported to the next Academic Senate meeting

4.5 Modules Marked by Two (2) or More Examiners

The results from all modules assessed by two or more markers (including external moderators) are externally monitored for potential moderation. This verification of independent marking includes:

- a) Three samples from each marker are compiled. Each sample demonstrates (1) a high grade (e.g. Distinction or Very Good), (2) a medium grade (e.g. Average or Pass), and (3) a low grade (e.g. Fail).
- b) An external moderation expert nominated by the DPA then verifies these samples for consistency across all of the module markers.
- c) If the external moderation expert does not verify that the samples are consistent, the expert will suggest a suitable moderation process or remark on all of the assessments marked by the identified examiner.

4.6 Conflict Resolution and Reporting of the Internal Moderation

- a) The Exam Committee/other moderators nominated by the DPA or his/her delegates advise the lecturers of any concerns arising from the review and seek to resolve the issues with the lecturer.
- b) Unresolved differences, especially, material differences between primary marker and moderator, are to be referred to the Senate for a decision.
- c) . The Exam Committee presents the review to the Senate.

5. EXTERNAL EXAMINING

External examination is one of the ways of ensuring academic excellence in Universities. Under this arrangement, external examiners are engaged to evaluate the program content and the process of student assessment.

External examiner's report acts as reference points against which the College ensures fairness. It is an assessment tool used to measure the academic standard of staff and graduates of a particular college.

5.1 General Principles

5.1.1 In general, external examiners are expected to comment on the validity of the assessment instruments, the quality of student performance and the standard of student attainment, the reliability of the marking process, and any concerns or irregularities with respect to observation of the College regulation.

5.1.2 Therefore, the conduct of external examinations at ACT is governed by the Academic Senate regulations.

5.1.3 The following are the General Principles that should guide the external examination process:

- a) To provide an external and unbiased evaluation of the fairness and suitability of the College's student assessment process
- b) To verify that standards of student performance are appropriate for the award for which the external examiner has been appointed
- c) Verify that the student assessment methods are **reliable or precise** (will produce similar results if repeated with students of comparable standard and comparable circumstances and similar assessors); **valid** (measures the competence it is intended to measure); has an **educational impact** (it promotes appropriate student learning behavior); is **acceptable** to all assessors and students; and is **feasible** within the resources available
- d) Work with the College to uphold the high academic standards of its programs and awards
- e) To compare the academic standards of the College with those of similar institutions
- f) Write a report detailing his/her observations, conclusions, and recommendations to the Deputy Principal (Academic Affairs) who will submit it to the Quality Assurance Committee for consideration and action.
- g) External Examiners should be identified for each academic program by the respective departments and nominations forwarded to the Academic Senate. The Deputy Principal (Academic Affairs) should appoint external examiners
- h) The principles and guidelines on external examining should be made public so that they can be accessed by students, staff, and other stakeholders
- i) The College should create audit mechanisms to ensure that external examiners are invited annually for each academic program.

5.2 Roles and Responsibilities for External Examiners

5.2.1 The principal roles of external examiners include:

- a) To verify that standards are appropriate for each unit of study and to provide independent impartial comments on standards set and student achievement of those standards. The capacity to fulfill this is based on knowledge of standards set and achieved in other higher education institutions, of subject benchmark statements, and where applicable of the expectations of Professional and Statutory Bodies or co-awarding bodies.
- b) To verify that the process of deciding assessment outcomes for individual students is fair, fairly operated, and in line with the College's regulations

5.2.2 Arising out of the principal roles of external examiners the specific roles and responsibilities of external examiners are given here below:

- a) Make judgments independent of the internal examiners
- b) Make recommendations to the Academic Senate, through the DPA, the adjustment of marks for individual or all students examined
- c) Have access to the assessed parts of the program (see section 5.4 below)

- d) May recommend to the Senate through the DPA the remarking of a student's script

5.3 Nominations and Appointments of External Examiner

5.3.1 An external examiner should have enough recent examining experience to assure the Academic Senate of his/her competence in assessing and understanding academic standards in a broad higher education context.

5.3.2 The external examiner should be a personnel who will offer constructive comments, criticism, and suggestions for enhancement in the area of assessment practice. An external examiner should be a Professor, Associate Professor, Senior Lecturer, or practicing professional at the rank of consultant or the equivalent.

5.3.3 The process of nomination and appointment of external examiners should be as follows:

- a) The Deputy Principal Academics through informal contacts establishes the willingness and availability of the nominee to serve as an external examiner and solicits his/her Curriculum Vitae
- b) The academic members of the department study the Curriculum Vitae to satisfy themselves that the nominee has the necessary expertise, experience, and seniority to serve as external examiner.
- c) External examiners are appointed by the Deputy Principal (Academic Affairs).
- d) External examiners should be appointed for one renewable year.

5.4 Information to Be Availed to the External Examiners on Appointment

The host department will send to the newly appointed external examiner the following information:

- a) Module Description Form
- b) Exam papers
- c) Exam attendance sheet
- d) Methods of assessment/Marking Scheme
- e) Ways in which marks of individual parts of the examination are aggregated, and averaged to produce the final result
- f) The method by which the pass mark (cut-off point) at and above which students are pronounced passed and below which they are declared to have failed.
- g) Proposed dates of Academic Senate meetings
- h) The external examiner should be given a briefing before the exercise
- i) The route by which external examiners can raise matters that are important and of a sensitive nature is by making a confidential report to the Deputy Principal (Academic Affairs).

5.5 Moderation of Examination Papers

5.5.1 The external examiner should review, moderate, and approve all examination papers. Therefore:

- a) Draft examination papers should be sent to the external examiners well in advance allowing enough time for them to propose any modifications they deem necessary
- b) Draft examination papers should be sent with marking schemes or model answers.
- c) External examiners may be invited to propose one or more questions to be included in the examination papers.
- d) Dissertations where appropriate will be sent to the External Examiner at least a month in advance.
- e) Care must be taken to safeguard the examination against leakage and dissertations against loss

6. GENERAL GUIDELINES

6.1 Students entering the examination room have the responsibility of knowing the rules provided by the Academic Registrar.

6.2 Any breach of these rules and/or committing any act which might obtain an unfair advantage for him/herself or others shall be regarded as academic misconduct.

6.3 Students in the examination room are required to follow all the instructions given by the invigilators. Students disregarding the instructions of invigilators will be deemed to have involved themselves in examination malpractices, thus, subjected to the disciplinary committee

6.4 Except for prescribed otherwise in this code, examinations shall be held only at the end of each module. In case of missing the scheduled examination, the student for any program may, with the permission of the Academic Senate, sit for a special examination before the beginning of the following semester or academic year. None of the examinations shall be carried from one Academic year to another. In exceptional circumstances, the Academic Senate will deliberate and advise appropriately.

6.5 There shall be one invigilator for every thirty students and a minimum of two for each examination room.

6.6 Invigilators may not delegate their appointment. If an invigilator is unable to fulfill his or her duties because of circumstances beyond their control, they shall notify the Academic Registrar, who designates an alternative invigilator.

6.7 Under no circumstances whatsoever must the examination room be left unattended during any part of an examination.

6.8 The Academic Registrar shall ensure arrangements are in place to designate one invigilator in each examination room as the Chief Invigilator, with overall responsibility for the conduct of the examination in a particular room.

7. INVIGILATION

7.1 The Chief Invigilator shall collect all examination stationery, including question papers and list/lists of candidates, from the Academic Registrar's Office not later than 30 minutes before the start of the examination and to ensure that an adequate supply is maintained throughout the examination.

7.2 Invigilators must arrive in the examination room at least 30 minutes before the planned start of the examination.

7.3 Invigilators shall ensure that the examination room is suitably prepared. They shall see that there are sufficient places for the number of candidates expected, that each place is provided with the materials, aids, and equipment indicated on the rubric of the paper, and with an answer book where required.

7.4 The invigilators shall ensure that the correct examination question papers are distributed to candidates before the examination starts and that each question paper is complete.

7.5 At the beginning of the examination, the Chief Invigilator shall announce the exam duration, and remind the students that it is not allowed to talk to each other or any kind of cheating act. Invigilators shall announce when there are thirty, fifteen, and five minutes left to the end of the examination. When the Chief Invigilator announces the end of the examination, all writing must cease.

7.6 Candidates shall request assistance of any sort by raising their hands.

7.7 All registered candidates must ensure that they do not engage in any form of cheating in connection with the examination.

7.8 In an examination case where students are required to use the Bible, only the Bibles supplied by the Examination Office would be allowed.

8. EXAMINATION ORGANISATION

All examinations will be organized by the Academic Registrar, who shall:

8.1 Publish information on the time and place of each examination;

8.3 Ensure that relevant question papers are available at each examination in enough quantity;

8.4 Ensure that enough examination script books are available and that they are securely stored both before and after any examination.

8.5 For every examination there shall be a list of eligible candidates. This shall be available at least one week before each examination.

8.6 The list shall include the Names of the Student, the Student Registration Number, and two sections for signature by the student (i.e. at the beginning of the examination and when handing out the examination script book after completion of the examination).

8.7 Draw a sitting arrangement for the students in the examination room with each student allocated a seat number.

9. ATTENDANCE

9.1 It is the responsibility of candidates to attend the examinations as required. If a candidate fails to attend an examination without any valid reason, the Academic Registrar has the authority to declare that the candidate has failed the examination.

9.2 It is acknowledged that exceptionally, through serious illness or other good cause, a candidate may be unable to take an examination. The responsibility lies in candidates to decide if they are affected by justifying circumstances to take an examination. Candidates who will be absent from an examination due to illness/injury, or other serious personal issues, may put their request in writing addressed to the Head of Program prior to the examination to be excused from sitting in. The HoP will treat each request based on its merit and the matter.

9.3 Candidates who are absent from any examination because of illness must obtain a medical certificate immediately and deliver it to their Heads of Program.

9.4 The Invigilator, following consultation with the Deputy Principal Academic, may, with any good cause refuse to admit any candidate to the examinations and exclude any candidate from the venue. Whether the 'good cause' has been established shall be at the

decision of the Academic Registrar; any breach of these regulations may be regarded as the good cause.

9.5 Candidates shall be permitted to enter the examination room up to 30 minutes before the published starting time.

9.7 No candidate shall be permitted by the Chief Invigilator to enter an examination 30 minutes after it has started.

9.8 Talking among candidates or looking at each other's work will not be permitted in examinations and will be grounds for exclusion from the examination by the Chief Invigilator, who also has the power to initiate disciplinary proceedings for cheating.

10. CANDIDATES' IDENTIFICATION AT THE EXAMINATIONS

10.1 When attending examinations, the candidate shall display their Student Identity (ID) and examination cards on their desks before the exam starts and fill in an attendance list which must be verified by an invigilator. These shall be placed on the desk throughout the examinations. An attendance list is used to verify attendance.

10.2 Using false Identification cards and sitting in the exam in place of any other students shall be considered as an attempt to cheat as defined by the College students' code of conduct. All parties in the impersonation shall be considered to be in breach of the regulations and subject to the Academic Misconduct procedures.

10.3 In the case of loss of the student's ID card, the candidate shall immediately inform the Academic Registrar so that an alternative identification document is issued for entering the examination room. In some circumstances, the Academic Registrar may ask for another form of identification for verification such as a National ID, Passport, driving license showing a student's photo and name.

11. ENTERING FOR THE EXAMINATIONS

11.1 Candidates are advised to use toilet facilities before entering the examination room as candidates shall not leave the room during the first hours of the examination

11.2 No candidate shall be allowed to leave the examination room earlier than one hour from the beginning of the examination. Any candidate answering a call of nature shall obtain permission from invigilators. Only one candidate shall be allowed to go at a time and for a reasonable time.

11.3 Personal belongings of candidates, including bags, shall be left on the back floor; the place designated for this purpose within the examination room. Candidates shall leave their belongings at their own risk and the College accepts no responsibility for the loss or

damage of personal property. Invigilators are not required to or permitted to look after personal items on behalf of candidates.

11.4 Subject to the authorization of the College, the use of equipment such as Bible, tablets, texts or other aids in examinations may be permitted. Any such authorization shall be indicated on the cover page of each examination question paper and appropriate advance notice is given to all students, as relevant.

11.5 The following items are permitted on an examination desk: the supplied examinations question paper and stationery; pens, pencils, eraser, ruler. Pencil cases must be placed on the floor unless they are transparent.

11.6 Where an examination is defined as 'open book exam', the permitted books or materials shall be specified on the examination paper' cover and students shall be informed prior to the examination. Permitted materials shall be checked for unauthorized notes or annotations. Any unpermitted notes or annotations discovered by the invigilator, regardless of whether being used or not, shall constitute an examination malpractice.

11.7 Candidates are not permitted to have revision or course notes either on their desk or nearby during the sitting. Any notes or annotations discovered by the supervisor, regardless of whether being used or not, shall constitute an examination malpractice.

11.8 Food or drink shall not be permitted in the examination room except on medication, or prescription and a small bottle of water where applicable.

11.9 Dictionaries shall not be permitted in any examination unless indicated on cover of the examination question paper.

11.10 The use of electronic devices shall not be permitted in the examination. In this context, electronic devices such as mobile phones, tablet devices, laptops, data storage watches (smart watches) with means for inputting or storing information and /or capable of transmitting or receiving information.

12. RULES IN THE EXAMINATION ROOM

12.1 Each candidate shall be eligible to take the exams at the end of the module after receiving financial clearance from the Vice Principal Finance, and Examination card from the Finance Office.

12.2 Permission to sit for the examinations shall normally be granted to those registered candidates who have also complied with the specific regulations of each registered module.

12.3 For candidates to be eligible for module examinations they must have completed the continuous assessment test (CAT) and have attended all lectures as stipulated by the common College regulations (Not less than 80% attendance of the lectures).

12.4 In exceptional circumstances and at the decision of the College, a candidate may be allowed to sit for the College examination after the closing date of clearance, upon payment of the appropriate late entry fee.

12.5 Candidates shall be responsible for ensuring that they are in the right allocated examination room and that they are given the correct question paper.

12.6 Candidates shall not be allowed to read the question paper, take informal notes, or start writing until instructed to do so by the Chief Invigilator who announces the start of the examinations. Not complying with this rule shall be considered as an academic misconduct.

12.7 Candidates shall ensure that they write legibly in their examination papers unless alternative assessment arrangements have been agreed in advance. Illegible work shall be marked and transcribed into a legible form under supervision at the student's expense. This may delay the determination of the grade.

12.8 All answers and draft work shall be completed on the stationary provided and written legibly. Any material not to be marked by the examiners is required to be crossed through.

12.9 No copy of the examination questions shall be taken out of the examination room.

13. LEAVING THE EXAMINATION ROOM

13.1 Once the examination has started, candidates shall not be permitted to leave their seats unless permitted by an invigilator.

13.2 Candidates must not cause a disturbance of any sort;

13.3 Candidates shall raise their hand if they wish to attract the invigilator's attention.

14. ILLNESS/UNEXPECTED EVENTS DURING THE EXAMINATION

14.1 Candidates who leave an examination on medical grounds must obtain a medical report as soon as possible. Claims for justifying circumstances must be submitted on the form provided with supporting evidence to the Head of the Program Office.

14.2 Candidates who enter an examination room and take the examination are considered to have declared themselves fit to do so, therefore, no justifying circumstances for excuse shall be accepted.

14.3 A candidate who feels seriously ill during an examination shall inform the invigilators straight away so that they can arrange medical assistance. The circumstances of the candidates' illness will be recorded in the report of the Chief Invigilator.

15.EXCEPTIONAL CIRCUMSTANCES

15.1 In the case of exceptional circumstances which affect the conduct of scheduled examinations, the affected examinations shall be postponed, and candidates shall be informed immediately.

15.2 In the case of a major unexpected disruption, the preceding and following examinations may be delayed by up to one hour by consulting with the Deputy Principal Academic Affairs. Candidates shall be permitted to use the full allocated time for the postponed examinations.

15.3 Due to the circumstances of unsafe or impracticality, if it is not possible to start the examination, the examination shall be postponed with the consultation of the Academic Registrar.

15.4 In the case of the need to postpone an examination following its start, the decision shall be taken by the Academic Registrar in consultation with the lecturer.

15.5 Where an examination is postponed it will be normal practice for the examinations to be re-scheduled at the next available opportunity. Candidates shall be contacted by the Academic Registrar in consultation with the lecturer regarding the rescheduling.

16.AT THE END OF THE EXAMINATION

16.1 The Chief Invigilator shall announce the end of the examination and instruct candidates to stop writing.

16.2 When the Chief Invigilator announces that the time of examination has ended, all candidates shall stop writing immediately and remain seated quietly until permitted to leave the room.

16.3 Candidates shall not take any used or unused answer books or question papers (unless the cover page states otherwise) from the room. The removal of a completed answer book from the examination room shall be treated as an examination malpractice.

16.4 Before dismissing the candidates, the Chief Invigilator must ensure that all completed scripts are collected from each candidate who has signed the candidate list and check that the number of candidates agrees with the number of scripts collected.

16.5 Candidates shall be reminded that they must remain seated and silent until all scripts have been collected and counted and dismissed by the Chief Invigilator.

17. THE EXAMINATION MALPRACTICES

The following are considered as Examinations malpractices:

17.1 Cheating of any variety is a serious disciplinary offense and may render the student liable to failing an assignment or examination, failing a module, or temporary or permanent exclusion from the College. Cheating may take one or more of the following forms:

- a. Smuggling unauthorized material such as written or printed material that is generally or specifically prohibited, mobile phones, tablets, smartwatches, computers, beverages, and any other material as may be specified from time to time by the Chief Invigilator into the examination room.
- b. Copying answers from any source in the examination room.
- c. External assistance from any person in the examination room.
- d. An indication of having prior knowledge of the examination questions.
- e. Impersonating or attempting to take the place of a valid candidate.
- f. Improper behavior such as making noise, disobeying invigilators, or behavior equivalent to disruption of peace in and around the examination room.
- g. Substituting of script books.

17.2 Time-related regulation, such as starting before time, and going beyond the stipulated time.

17.3 Tearing answer booklets into loose sheets or folding script books in any way.

17.4 Possession of a mobile phone or a tablet in the examination room. The use of earphones or other wireless earpieces during examinations.

17.6 Possession of forged documents, such as finance clearance, examination cards, answers booklets, etc ... in the examination room.

17.7 Causing disturbance in or near any examination room and any form of dishonesty, destruction, or falsification of any evidence or irregularity.

17.8 Any other form of malpractice in and around the examination room.

18. PROCEDURE FOR DEALING WITH EXAMINATIONS MALPRACTICES

18.1 At the beginning of any examination, invigilators shall draw the attention of the candidates to the rules of the examination.

18.2 When invigilators suspect that a candidate is involved in an irregular act during the examination, an invigilator shall, whenever possible remove the material(s) being used for irregularity and inform the candidate that a report of the incident will be made and sent to the Head of Program.

18.3 Suspected candidates shall be asked to fill out the Examination Malpractice Form and depending on the circumstance, he/she may be allowed to continue sitting the examinations until the end of the examination, or be expelled from the examination room.

18.4 At the end of the examination, the candidate shall be advised to make a written statement, which shall be submitted along with the supervisor's report to the Head of the Program.

18.5 If the Head of Program is convinced that there is a case to answer, he or she shall send copies of the evidence to the Vice Principal Academics and the student within three working days. The evidence shall be copied to the student with a covering letter including an explanation of the procedures to be followed. The student shall then have five working days to submit a defense or justification in writing.

18.6 The Student disciplinary committee shall consider the evidence and the student's reply, decide whether the cheating has occurred or not, and recommend a penalty, which shall be confirmed by the Vice Principal of Academics.

(The Students Disciplinary Committee shall be composed of the Heads of Programs, Academic Registrar, Chaplain, Students Dean, Student Council Representative, and Academic Research Coordinator chaired by the Vice Principal of Academics.)

18.7 If the student wishes to appeal against the penalty, he or she shall have a right to a hearing by the Vice Principal Academics and the committee and may bring a witness to support him or her. He or she shall be warned, however, that if the decision is confirmed by this hearing, the recommended penalty may be increased.

18.8 If the student makes such an appeal and then fails to attend the hearing, it may be held in his or her absence, the evidence reviewed, and the penalty re-confirmed or varied.

19. THE EXAMINATIONS MALPRACTICE PENALTIES

19.1 The normal penalty for a student's first offense shall be substituting a mark of zero for the assignment or examinations (at Level 1) or failure of the module (at Level 2), though in either case a higher penalty may be imposed at the decision of the committee and the Vice Principal Academics.

19.2 If the offense appears serious; cheating (at Level 3) or higher and second/subsequent offenses, shall always be punished by temporary or permanent exclusion from the College, according to the seriousness of the offense.

19.3 The penalty for any proven attempt to harass or corrupt a lecturer to gain an advantage shall always be permanent exclusion.

19.4 Any student found guilty of committing an examination irregularity may be subjected to any one or more of the following penalties:

- a. Caution/Advice
- b. Disqualification from the paper
- c. Disqualification from the remaining examinations
- d. Nullification of his/her examination results
- e. Suspension for a specified period
- f. Discontinuation from the College

19.5 The type of penalty to be issued is decided by the Students Disciplinary Committee on Malpractice as provided for in the charter and approved by the Academic Senate.

19.6 A record of any proven charges of cheating, attempted cheating, or collusion in cheating, and the penalty awarded, shall be held on the student's file and the record shall be produced to the Students Disciplinary Committee in any further cases involving the same student.

19.7 Any member of staff proved to be complicit in a student's cheating shall be liable to summary dismissal and may be liable to criminal proceedings.

19.8 In the case of dismissal from the College, the letter of dismissal shall be signed by the College Principal. In all other letters of penalties, the letters shall be signed by the Vice Principal Academics who is also the Chairperson of the Students Disciplinary Committee.

19.9 The automatic penalty for impersonating, substituting scripts, or being in possession of forged documents like examination cards, payment vouchers, answer booklets, or forged signatures shall be dismissal from the College.

20. CONCLUSION

This policy is binding to all Africa College of Theology staff and students. Staff and students are advised to avoid any contravention as this may lead to the above-mentioned penalties from the College.

APPROVAL

This policy is duly approved by

THE SENATE AND THE SENIOR MANAGEMENT COMMITTEE

AUGUST 2023