

**ST. AUGUSTINE UNIVERSITY OF TANZANIA  
P.O. BOX 307,  
MWANZA, TANZANIA**



**EXAMINATION REGULATIONS AND GUIDELINES**

**These guidelines for regulating Conduct of the Examination have been extracted from SAUT Examination Regulations as provided in the Prospectus, Students' By – Laws 2001**

## **1. Preamble**

These guidelines regulate Conduct of the Examination at SAUT. The Examination Regulations have been extracted from the SAUT Prospectus, 2009/2010 and from Students' By-Laws 2001. Other provisions have been added after the approval of the fifteenth Senate in August 2010.

## **2 Conduct of Examinations**

- 2.1 University examinations shall be conducted under Deputy Vice Chancellor for Academic Affairs Office, or such other officer of the University as may be appointed.
- 2.2 The Deputy Vice Chancellor for Academic Affairs, shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of University examinations as he/she shall deem appropriate for the proper, efficient and effective conduct of such examinations.
- 2.3 The instruction notes or guidelines issued by the Deputy Vice Chancellor for Academic Affairs, under regulation 2.1 shall form part of and be as binding as these Regulations.

## **3 Specific Examination Regulations for Candidates**

These instructions should be read together with University General Examination Regulations.

- 3.1 Candidates should make sure that they have been issued Examination Numbers before examinations begin.
- 3.2 Candidates shall be responsible for consulting the Examination Time Tables for any changes.
- 3.3 Candidates shall be seated 15 minutes before starting time, and no student shall be allowed into the examination room after the starting time, except for a compelling reason.
- 3.4 Candidates must not begin writing before they are told to do so by the Invigilator.
- 3.5 Candidates are allowed to carry only pens, pencils or other materials explicitly prescribed by the Department or in the particular examination instructions
- 3.6 Candidates are not allowed to enter the examination room with books, mobile phones, handbags, clipboards, purses, papers,

- magazines and/or other such items. They may use their own calculators, or use the department's logarithmic tables as instructed.
- 3.7 In case candidates are allowed to come with specified items into the examination room, no borrowing from one another shall be allowed during the examinations. Items allowed into the examination room shall be liable to inspection by the invigilator.
  - 3.8 Each answer in an examination shall begin on a fresh page of the examination booklet. All rough work must be done in the booklet and crossed out. Candidates are not allowed to sign their names anywhere in the examination booklet.
  - 3.9 All candidates shall observe silence in the examination room
  - 3.10 Candidates are not allowed to write anything in their question papers.
  - 3.11 No food or drink shall be allowed into the examination room
  - 3.12 Invigilators shall have power to specify or change the sitting arrangement in the examination room; or to require inspection of a candidate; or to confiscate any unauthorised material brought into the examination room; and shall have power to expel and report from the examination room any candidate who creates a disturbance and record the incident to the Head of Department.
  - 3.13 In case of alleged cheating or any other examination irregularity, the candidate and one or more Invigilators shall be required to sign an Examination Incident Form which, together with other signed exhibits, as the case may be, and the candidate's examination booklet, shall be submitted to the Head of Department.
  - 3.14 A candidate caught contravening the Examination Regulations shall not be allowed to continue with the examination for which he/she is sitting, but will not be barred from other examinations for which he/she is scheduled.
  - 3.15 **Candidates are strongly warned that cheating or being caught with unauthorized material contravenes the University General Examination Regulations and leads to discontinuation from studies.**
  - 3.16 All candidates shall sign the Attendance Form at the beginning and end of every examination.
  - 3.17 No candidate shall be permitted to enter the examination room after a lapse of thirty minutes from the commencement of the examination and no candidate will be allowed to leave his/her place during the examination, except as indicated below.
  - 3.18 No candidate shall be allowed to leave the examination room until one hour after commencement and no candidate will be allowed to

- leave the examination room during the last one-half hour before the end of the examination.
- 3.19 A candidate wishing to answer a call of nature may by permission of the invigilator and under escort leave the examination room for a reasonable period.
  - 3.20 A candidate who walks out of an examination in protest shall be disqualified from that particular examination.
  - 3.21 At the end of the examination period, and on instruction from the invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator. They shall remain seated until all are allowed by the invigilator to leave.
  - 3.22 Candidates are not allowed to take any examination material out of the examination room, unless specifically permitted by the invigilator.
  - 3.23 Students who are required to do supplementary examinations or special examinations will be officially notified using their respective Examination Number on the University's notice board and website at [www.saut.ac.tz](http://www.saut.ac.tz) or through any public means of communication. Students should also leave their latest contacts such as telephone numbers or emails to facilitate communication.
  - 3.24 Students must understand that the ultimate responsibility for taking the supplementary examinations precisely at the time when they are given rests with the student.

## **4 Guidance for Invigilators**

Heads of Departments shall be responsible for ensuring that examinations are prepared and conducted in a strictly confidential manner.

### **4.1 Before the Examination**

- (i) Invigilators should personally collect from the Examination Office sealed envelopes containing question papers and any other material prescribed in the rubrics at least thirty minutes before the examination.
- (ii) Invigilators shall be present in the examination room at least twenty minutes before the commencement of the examination.
- (iii) Invigilators should admit candidates to the examination room at least fifteen minutes before the commencement of the examination and ensure that students take the right places.
- (iv) During these fifteen minutes the invigilator should;

- (a) Make an announcement to the effect that unauthorised materials are not allowed in the examination room.
- (b) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
- (c) Tell the students to note any special rubric at the head of the paper.
- (d) Tell students when they may begin writing. Candidates will normally be allowed five minutes to read the paper.

#### **4.2 During the Examination**

- (i) Invigilators should not admit candidates to the examination room after thirty minutes have elapsed from the commencement of the examination and should not permit candidates to leave the examination room until one-hour has expired.
- (ii) By the end of thirty minutes from the commencement of the examination, the Invigilators should have a written list on the Examination Attendance Sheet of the names of all the candidates present.
- (iii) Invigilators should ensure that only one answer-book is provided for each candidate.
- (iv) Candidates may be permitted to do rough work in the examination booklet on the understanding that rough work is crossed out.
- (v) Invigilators shall report immediately after the examination to the Head of Department any candidate who contravenes the Examination Regulations and Instructions, especially by unfair practices
- (vi) In case of alleged examination irregularity, the Invigilator shall require the candidate to sign an Examination Incident Report and any other materials pertinent to the incident to confirm that they are his/hers. The Invigilator also shall sign and submit to the Head of the Department the Examination Incident Report, together with the candidate's examination booklet and all pertinent materials.  
(A candidate caught contravening the Examination Regulations shall not be allowed to continue with the examination for which he/she is sitting, but will not be barred from other examinations for which he/she is scheduled)

- (vii) The Head of the Department through the Faculty Dean will submit a full written report on the incident to the Corporate Counsel.
- (viii) The processing of an alleged case of cheating or other irregularity shall be carried out as expeditiously as possible.

#### **4.3 At the End of Examination**

- (i) Invigilators shall tell the candidates to stop writing and assemble their examination scripts.
- (ii) Invigilators shall not permit the candidates to leave their places before their scripts have been collected.
- (iii) Candidates shall sign the Examination Attendance Sheet when they turn in their script.
- (iv) Invigilators shall enter the number of candidates' scripts collected and/or received on the Attendance Sheet and sign it

### **5 Examination Irregularities**

- 5.1 All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported DVCAA and sent to the Examination Committee which shall have power to summon the student(s) and member(s) of staff of the University, as it deems necessary and make decisions, subject to confirmation by Senate.
- 5.2 No unauthorized material shall be allowed into the examination room. In this regulation:
  - a) "Unauthorized material" includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassette or other types of cassette players, computers, soft and alcoholic drinks and any other material as may be specified from time to time by the Deputy Vice Chancellor for Academic Affairs;
  - b) "Unauthorized absence from examination" includes not reporting for a scheduled examination at the time, day and place specified without prior permission, going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without

- authorization or permission of the invigilator or one of the invigilators for the examination in question;
- c) "Cheating in examination" includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.
- 5.3 Subject to confirmation by Senate, any candidate found guilty of bringing unauthorized material into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies in the University.
- 5.4 Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.
- 5.5 Any candidate found guilty of causing disturbance in any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.
- 5.6 Any candidate found guilty of commission of an examination irregularity and is aggrieved by the decision may appeal to the Senate in accordance with the provisions of Appeal Regulations.
- 5.7 The Senate may impose such a lesser penalty on a candidate found guilty of commission of an examination irregularity, depending on the gravity of the facts or circumstances constituting the offence, as the Senate may deem appropriate.

## **6. Proceedings of the Examination Irregularities**

- 6.1 HoD are required to file and present report any reported examination irregularity to the Dean of the respective faculty who shall handover the report to the DVCAA within one week after the end of examinations (last date of the scheduled examination)
- 6.2 DVCAA will then forward the report and evidence if any to the Corporate Counsel with recommendations if any within one week after receiving the report
- 6.3 The Corporate Counsel shall prepare a summary of charges against each candidate and summon Examination Committee within ten days after receiving the report from the DVCAA

- 6.4 The Corporate Counsel shall summon all candidates in writing to appear before Examination Committee in person to present their defense
- 6.5 The Examination Committee shall forward recommendations and their decisions to the Senate
- 6.6 The Senate may empower the chairman to endorse or overrule the decision of the Examination Committee as the case may be and communicate his decision to the members
- 6.7 Students shall be informed in writing the decision of the Senate within two weeks after the recommendation from the examination committee have been forwarded to the chairman of the Senate

## **7. SAUT Academic Activities**

- 7.1 SAUT academic activities shall be carried out from Monday through Saturday without prejudice to regulation 7.4 below.
- 7.2 DVCAA shall have power to suspend academic activities at any day of the week as the case may be and prescribe a day which the activities shall resume. DVCAA shall make the announcement to that effect public to both students and staff.
- 7.3 Public Holidays which fall on SAUT working days shall be observed subject to prior arrangements or agreements between the lecturer and students where there shall be any academic activity to be conducted.
- 7.4 Where any academic activity has been planned on Public Holiday, it shall be communicated to students and Head of Department in writing two days prior to the said activity.
- 7.5 Examinations shall take place any day of the week (Monday to Saturday) as scheduled in the time table even if it falls on a Public Holiday.

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