UNIVERSITY OF RWANDA

UR Guidelines for Internal Management of Examinations Papers

Approved by Senate meeting of 12th July 2016

The following is the proposed procedure for handling Examinations. It is a simplified 6 step process, where the handling of the Qualitative aspects of the exam is controlled by the Department, while the Administration and Storage / Archiving are managed by the Examination office of each UR College.

NO	ACTIVITY	RESPONSIBILTY/OFFICE	REMARKS
I	1.Setting Exams, 2.Examination internal & external moderation, 3. Discussions of External Examiners (EEs') exam moderation feedback at departmental/faculty levels. 4.Incorporation of changes suggested by external examiners in their reports, into the final examination question papers, 5. Exam Printing & packaging.	It is proposed that all these activities be done by the HoD. The HoD shall oversee the 1. Setting of examinations as early as the 4th-5th week of October of each academic year and lock them up until moderation. 2. Guide the process of exam moderation (both internal and External), 3. Disseminate the key points from the discussion to the Departmental teaching staff 4. Oversee the taking on board by teaching staff, of all suggested changes by EES, and ensure these have been incorporated into the final examination question papers. 5. Print the final examination question papers & put in SEALABLE envelopes together with the requisite answer sheets, CAT Mark sheets, & other required documents for lock-up. 6. These packages (i. e. 12 envelopes for 12 exams) will then be dispatched to External Examiners who will send back the moderated exam papers with full reports via DHL or other secure means, and back to the Head of Department.	

		7. The HOD shall organize a departmental Council meeting to discuss the EEs' moderation reports and incorporate suggested changes (if any) into the final exam paper. The HOD shall arrange to have the examination question papers held in safe keeping at the examinations office until storage room facilities are availed to each department in future. A soft copy for each paper should be sent to the Faculty Dean for records.	
II.	1. Sitting for Examinations. 2. Exam Invigilation	1. The Examination office shall oversee the exam sitting and invigilation process. 2. The invigilators are to pick the examination packages for each module and carry to the examination room as needed, 3. The invigilator shall familiarize him/herself with the Invigilation regulations, which he/she shall carry to the examination room for reference where the need arises. 4. The Invigilator, after checking the number of booklets handed in and collecting the necessary signatures, shall carry the exam answer booklets from the examination room, and return them for temporary safe custody at the Examinations office.	
III.	Exam Marking	The HoD shall pick the exam answer booklets from the Examinations office and distribute them to the relevant module leaders who shall mark and return to the HoD for cross-checking for possible errors prior to sending the bundle of scripts back to the examinations office.	
IV.	Storage of marked scripts for safe keeping.	The Examinations office shall store safely all the answer booklets until they are picked up by the HoD for purposes of evaluation of internal assessment by EEs	
V.	EE Evaluation of Assessment of marked Scripts	During the week that the EEs shall be on or off campus for the evaluation of internal assessment of Exams, the HoD shall pick up the exam answer booklets from the Examinations office, and with facilitation from the Examinations Office, shall deliver them to the respective EEs physically online	

| VI | Archiving of Evaluated Scripts | Once the answer booklets have been reviewed by the EEs, the HoD shall complete all exam records and necessary reports in triplicate for submission, then take back the reviewed scripts along with a copy of exam records & reports, to the Examination Office for Archiving. One copy of exam records and reports shall be filed at the department. The Examinations office shall then scan all the documents and keep an electronic file in addition to the hard copies of the answer booklets for safe keeping & future reference. | |

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