MUAST

MARONDERA UNIVERSITY
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

REGISTRY DEPARTMENT POLICY

POLICY NO.RDP/35/26

MUAST

MARONDERA UNIVERSITY
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

TITLE	**MARONDERA UNIVERSITY OF AGRICULTURAL SCIENCES AND TECHNOLOGY – EXAMINATIONS POLICY**
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MARONDERA UNIVERSITY OF AGRICULTURAL SCIENCES AND TECHNOLOGY

EXAMINATIONS POLICY

1. PREAMBLE

1.1. This Policy shall be cited as the Marondera University of Agricultural Sciences and Technology (MUAST) Examinations Policy.

1.2. The University recognizes examinations and assessments as integral components of teaching, learning, research, and quality assurance. The purpose of this Policy is to ensure that all examinations conducted by the University are administered in a fair, credible, transparent, secure, and consistent manner in accordance with General Academic Regulations and national higher education quality standards.

1.3. This Policy establishes principles and procedures governing the preparation, moderation, administration, invigilation, marking, processing, storage, and management of examinations and examination-related records within the University.

1.4. The Policy shall apply all modes of learning, including Conventional, Open and Distance Learning (ODeL), and Block-Release programmes and to all undergraduate, postgraduate, diploma, certificate, and short professional programmes offered by the University.

1.5. The University may conduct examinations through physical, online, or hybrid modes. Regardless of the mode of delivery, all examinations shall be subject to equivalent standards of security, fairness, academic integrity, validity, reliability, and quality assurance.

1.6. MUAST commits to adhere to anti-corruption circulars, policies and measures as directed to the attention of the University by other agencies of the State. The policy shall also abide by growth, prosperity and inclusive development to the country in prompting good governance buttressed by transparency, accountability, integrity and rule of law. This policy also acknowledges the responsibility to lead by example in the fight against corruption and to ethically render services with integrity.

1.7. The Examinations Policy shall be read in conjunction with the Marondera University of Agricultural Sciences and Technology Act, the General Academic Regulations, Assessment Policy, Student Conduct and Discipline Ordinance No. 5, and any other relevant University statutes, regulations, policies, and procedures.

2. PURPOSE AND SCOPE

2.1. Purpose

The purpose of this Policy is to:

2.1.1. ensure integrity, fairness, confidentiality, transparency, and credibility in the administration of examinations;

2.1.2. standardize examination procedures across the University;

2.1.3. safeguard examination materials and records;

2.1.4. regulate the conduct of students, invigilators, examiners, and examination officials;

2.1.5. establish procedures for handling examination irregularities, appeals, concessions, and emergencies;
2.1.6. promote accountability in examination management; and
2.1.7. support quality assurance in assessment practices.

2.2. Scope

This Policy applies to:

2.2.1. all students registered with the University;
2.2.2. academic staff;
2.2.3. administrative staff involved in examinations;
2.2.4. external examiners;
2.2.5. invigilators; and
2.2.6. any person authorized to participate in the administration of examinations.

3. DEFINITIONS

For purposes of this Policy:

3.1. **Candidate** means a registered student authorized to sit for an examination.
3.2. **Chief Invigilator** means a person appointed by the Registrar to oversee the conduct of examinations at a venue or centre.
3.3. **Concession** means an approved special examination arrangement granted to a student with a disability, illness, or other valid circumstance.
3.4. **Special/Deferred Examination** means an examination approved for a student who could not sit for the scheduled examination due to approved circumstances.
3.5. **Examination Irregularity** means any act or omission that compromises or attempts to compromise the integrity of an examination.
3.6. **External Examiner** means an independent academic expert appointed by the University to moderate and assess academic standards.
3.7. **Invigilator** means a member of staff appointed to supervise examinations.
3.8. **Leakage** means unauthorized disclosure of examination content prior to the examination.
3.9. **Strong Room** means a secure storage facility designated for examination materials.
3.10. **Supplementary Examination** means an examination granted in accordance with General Academic Regulations to a student who failed a module but qualifies for supplementary assessment.

4. GOVERNANCE AND RESPONSIBILITIES

4.1. Senate

Senate shall:

4.1.1. approve examination regulations and policies;
4.1.2. approve examination results and awards;
4.1.3. oversee academic quality assurance; and
4.1.4. establish examination committees where necessary.

4.2. Registrar

The Registrar shall:

4.2.1. oversee the administration of examinations;

4.2.2. ensure compliance with this Policy;

4.2.3. appoint Chief Invigilators and examination officials; and

4.2.4. maintain security and confidentiality of examination materials.

4.3. Examinations Office

The Examinations Office shall:

4.3.1. prepare examination timetables;

4.3.2. coordinate printing and storage of examination papers;

4.3.3. maintain examination security systems;

4.3.4. coordinate invigilation arrangements; and

4.3.5. maintain examination records.

4.4. Deans and Chairpersons of Departments

Deans and Chairpersons shall:

4.4.1. ensure quality assurance of question papers;

4.4.2. coordinate moderation processes;

4.4.3. ensure timely submission of examination materials; and

4.4.4. ensure confidentiality within departments.

4.5. Invigilators

Invigilators shall:

4.5.1. supervise examinations;

4.5.2. enforce examination regulations;

4.5.3. report irregularities; and

4.5.4. safeguard examination scripts and materials.

4.6. Students

Students shall:

4.6.1. comply with examination regulations;

4.6.2. produce valid identification; and

4.6.3. refrain from misconduct during examinations.

5. DATES OF EXAMINATION

5.1. The Senate shall determine the time at which University Examinations for all Faculties/Institute(s) shall be held, which shall normally be at the end of each teaching block and/or semester, following the prescribed number of teaching weeks for each programme.

5.2. Notwithstanding Section 5.1, the Senate may, upon recommendation by the relevant Faculty or Institute, approve the conduct of University Examinations on alternative dates.

5.3. Supplementary examinations, offered to students who have failed within the supplementary range, shall normally be conducted at the end of each semester, within two (2) weeks after the publication of the final block examination results.

6. EXAMINATION VENUE(S)

6.1. The Examinations Office shall be responsible for the allocation of examination venues for all University examinations.

6.2. Examination venues shall be selected based on their suitability, capacity, accessibility, safety, and ability to uphold the integrity and security of the examination process.

6.3. All examination venues shall:

6.3.1. Provide adequate seating capacity for the number of candidates scheduled to write the examination;

6.3.2. Have appropriate lighting, ventilation, furniture, and environmental conditions conducive to academic work;

6.3.3. Be free from excessive noise, interruptions, and other factors likely to disadvantage candidates;

6.3.4. Comply with applicable health, safety, and fire regulations;

6.3.5. Provide reasonable access to candidates with disabilities and other special needs; and

6.3.6. Have adequate ablution and emergency facilities.

6.4. Seating arrangements shall be organized to ensure adequate spacing between candidates and to promote the integrity and orderly conduct of examinations.

6.5. No examination shall be conducted in a venue that has not been approved by the Examinations Office or its designated authority.

6.6. The Examinations Office may designate alternative or special examination venues for candidates requiring approved accommodations due to disability, medical conditions, or other exceptional circumstances.

6.7. The Chief Invigilator shall ensure that examination venues are inspected and prepared prior to the commencement of each examination and shall report any deficiencies to the Examinations Office.

6.8. The University reserves the right to change examination venues where circumstances so require, provided that candidates are notified in a timely manner.

7. EXAMINATION PLANNING AND TIMETABLING

7.1. Examination Timetables

The examination timetable shall be published as follows:

7.1.1. First Provisional Timetable – at least twelve (12) days before examinations;

7.1.2. Second Provisional Timetable – at least eight (8) days before examinations;

7.1.3. Final Timetable – at least four (4) days before examinations.

7.2. Timetable Considerations

The timetable shall take into account

7.2.1. venue availability;

7.2.2. programme requirements;

7.2.3. examination clashes;

7.2.4. students with special arrangements; and
7.2.5. adequate spacing between examinations.

7.3. Student Briefing

Students shall be briefed prior to examinations regarding:
7.3.1. examination rules;
7.3.2. prohibited materials;
7.3.3. misconduct procedures; and
7.3.4. examination venue requirements.

8. PREPARATION AND MODERATION OF QUESTION PAPERS

8.1. Preparation of Question Papers

All examination papers shall be set under the strict authority of the respective Departmental Board and in full compliance with University Quality Assurance standards to ensure academic integrity, valid assessment of learning outcomes, and comparability of standards across all offerings.
For each assessment cycle, each module shall have:
8.1.1. a main examination paper;
8.1.2. a supplementary or special/deferred examination paper; and
8.1.3. a reserve paper (a fully moderated, parallel paper held strictly in reserve, to be deployed immediately if there is a security compromise).

8.2. Examination Bank (Item Bank) Governance

8.2.1. Departments should establish and maintain a secure Examination Bank (Item Bank) comprising peer-reviewed, quality-assured assessment items mapped to specific module learning outcomes, difficulty levels, and cognitive domains.
8.2.2. All items deposited into the Examination Bank shall undergo internal and external moderation prior to inclusion.
8.2.3. Questions retrieved from the bank shall be subjected to mandatory quarantine/cooling-off periods (a minimum of two academic years) before re-use to maintain question paper novelty and integrity.

8.3. Automated and System-Generated Question Papers

8.3.1. The University may utilize approved Automated Question Paper Generation (AQPG) software to compile examination papers from the secure Examination Bank.
8.3.2. System-generated papers shall strictly adhere to pre-approved Assessment Blueprints (Table of Specifications) to ensure balanced syllabus coverage and cognitive depth.
8.3.3. System-generated papers must undergo human-in-the-loop review by the Course Lecturer and Departmental Quality Assurance team to ensure contextual flow, accuracy, and formatting integrity before final printing.
8.3.4. Generation algorithms, access logs, and question selection rules within the system shall be secured through multi-factor authentication, role-based

access control, and complete audit trail logging managed by the Examinations Office and ICT Directorate.

8.4. Departmental Quality Assurance

Departments shall:

8.4.1. conduct internal moderation;
8.4.2. verify clarity, relevance, and accuracy;
8.4.3. ensure alignment with learning outcomes; and
8.4.4. verify marking guides.

8.5. External Moderation

Question papers shall be submitted to External Examiners for moderation and approval before final printing.

8.6. Confidentiality

Question papers shall remain strictly confidential and accessible only to authorized personnel.

9. EXAMINATION SECURITY AND CONFIDENTIALITY

9.1. Security Measures

The University shall establish measures for:

9.1.1. secure printing;
9.1.2. controlled photocopying;
9.1.3. restricted access;
9.1.4. sealed packaging;
9.1.5. movement registers; and
9.1.6. secure destruction of spoiled copies.

9.2. Strong Room Control

9.2.1. Examination papers shall be stored in a secure strong room.
9.2.2. Access shall be restricted to authorized personnel only.
9.2.3. A strong room access register shall be maintained.

9.3. Confidentiality Undertaking

All personnel involved in examinations may be required to sign confidentiality declarations.

10. STORAGE AND TRANSPORTATION OF EXAMINATION MATERIALS

10.1. Storage

Examination materials shall be:

10.1.1. securely stored;
10.1.2. properly labelled; and

10.1.3. protected against unauthorized access.

10.2. Transportation

10.2.1. Examination materials shall be transported in sealed packages.

10.2.2. Examination materials and question papers shall **NOT BE** transported during the night except under exceptional circumstances approved by the Registrar. Where transportation is unavoidable, adequate security measures shall be put in place to safeguard the confidentiality, integrity, and security of the examination materials.

10.2.3. Chain-of-custody procedures shall apply.

10.2.4. All handovers shall be recorded and signed for.

11. INVIGILATION AND EXAMINATION CONDUCT

11.1. Appointment of Invigilators

11.1.1. Invigilators shall be appointed in writing.

11.1.2. All invigilators shall undergo mandatory training before examinations.

11.2. Duties of Invigilators

Invigilators shall:

11.2.1. report at least one hour before examinations;

11.2.2. inspect examination venues;

11.2.3. verify candidate identity;

11.2.4. enforce examination regulations;

11.2.5. supervise candidates continuously; and

11.2.6. submit incident reports where necessary.

11.3. Examination Venue Requirements

Examination venues shall:

11.3.1. be adequately ventilated and illuminated;

11.3.2. permit appropriate spacing between candidates;

11.3.3. be free from unauthorized materials; and

11.3.4. provide a conducive examination environment.

11.4. Attendance

Attendance registers shall be completed and verified during every examination session.

12. STUDENT IDENTIFICATION AND ADMISSION PROCEDURES

12.1. Admission Requirements

Students shall present:

12.1.1. valid University identification; and

12.1.2. examination permits where applicable.

12.2. Late Arrival

12.2.1. Candidates arriving more than thirty (30) minutes late may not be admitted.

12.2.2. No candidate shall leave within the first thirty (30) minutes of the examination.

12.3. Unauthorized Persons

Unauthorized persons shall not enter examination venues during examinations.

13. EXAMINATION RULES FOR CANDIDATES

13.1. General Conduct

Candidates shall:

13.1.1. obey instructions from invigilators;

13.1.2. maintain silence;

13.1.3. refrain from communication with other candidates; and

13.1.4. avoid disruptive conduct.

13.2. Prohibited Items

Candidates shall not bring:

13.2.1. cell phones;

13.2.2. smart devices;

13.2.3. unauthorized notes;

13.2.4. bags; or

13.2.5. unauthorized electronic devices into examination venues.

13.3. Authorized Materials

Only materials authorized by the examiner may be used during examinations.

14. SPECIAL EXAMINATION ARRANGEMENTS AND CONCESSIONS

14.1. Eligibility

Special arrangements may be granted for:

14.1.1. disability;

14.1.2. illness;

14.1.3. injury;

14.1.4. bereavement;

14.1.5. pregnancy-related conditions; or

14.1.6. accidents or other unforeseen circumstances.

14.2. Types of Concessions

Concessions may include:

14.2.1. extra time;
14.2.2. separate venues;
14.2.3. amanuensis/scribes;
14.2.4. enlarged print;
14.2.5. assistive technologies; and
14.2.6. special/deferred examinations.

14.3. Supporting Documentation

Applications for concessions shall be supported by relevant documentation.

15. HANDLING EXAMINATION IRREGULARITIES

15.1. Examination Irregularities

Irregularities include:

15.1.1. cheating;
15.1.2. impersonation;
15.1.3. possession of unauthorized materials;
15.1.4. collusion;
15.1.5. examination leakage;
15.1.6. disruptive conduct; and
15.1.7. falsification of records.

15.2. Procedures

Where an irregularity is suspected:

15.2.1. unauthorized materials shall be confiscated;
15.2.2. the candidate shall provide a written statement;
15.2.3. an incident report shall be completed; and
15.2.4. the matter shall be referred to the appropriate disciplinary authority.

15.3. Continuation of Examination

A candidate may be permitted to continue writing unless the misconduct disrupts the examination.

16. MARKING, MODERATION AND RESULT PROCESSING

16.1. Marking

16.1.1. Examination scripts and other assessed work shall be marked in accordance with approved marking guides, rubrics, and marking schemes.
16.1.2. All marking shall be completed within the timelines approved by the University.

16.1.3. All examination scripts shall be marked within designated University premises, at venues approved by the University and under conditions that ensure the security, confidentiality and integrity of the examination process.

16.1.4. Examination scripts shall not be removed from University premises without prior written authorisation from the Registrar or a designated authority.

16.1.5. Where marking is conducted by external examiners or requires arrangements outside the designated University premises, such marking shall be subject to prior approval by the University and appropriate measures shall be put in place to safeguard the confidentiality and security of examination materials.

16.1.6. During marking, examiners shall ensure that examination scripts, marks, marking schemes and other assessment materials are securely safeguarded and treated as confidential.

16.1.7. Examiners shall ensure that marks awarded are accurate, consistent, and supported by appropriate evidence.

16.2. Moderation

16.2.1. Internal moderation shall be conducted before the release of results.

16.2.2. Internal moderation shall verify the appropriateness of marking standards, consistency of marking, and adherence to approved marking schemes.

16.2.3. External moderation shall be conducted where required by programme regulations, professional body requirements, or Senate directives.

16.2.4. Any discrepancies identified during moderation shall be resolved before marks are submitted for approval.

16.3. Submission of Marks

16.3.1. Examiners shall submit marks to the relevant Department within ten (10) working days of the completion of marking.

16.3.2. Departments shall verify the completeness and accuracy of marks before submission to the Faculty.

16.3.3. All marks shall be submitted using approved University templates and systems.

16.3.4. Late submission of marks shall require written justification to the Dean/Director and Registrar.

16.4. Result Processing

16.4.1. Departments shall compile and verify examination results before submission to the Faculty Board.

16.4.2. The verification process shall include:

a) confirmation of mark calculations;
b) verification of course registrations;
c) confirmation of grade allocations;
d) identification of incomplete, deferred, special, or supplementary examination cases; and

e) verification of graduation and progression requirements.

16.4.3. Faculties shall scrutinize and consolidate results prior to presentation to Faculty Boards.

16.4.4. Any anomalies identified during result processing shall be investigated and resolved before approval.

16.5. Approval of Results

16.5.1. Departmental Boards shall consider and recommend examination results to the Faculty Board.

16.5.2. Faculty Boards shall consider and recommend examination results to Senate.

16.5.3. Senate shall consider examination results on behalf of Senate and recommend the conferment of qualifications where applicable.

16.5.4. No examination results shall be released to students before approval by the appropriate University authorities.

16.6. Publication of Results

16.6.1. Approved examination results shall be published through official University channels.

16.6.2. Examination results shall normally be released within thirty (30) days after the end of the examination period, subject to the completion of moderation and approval processes.

16.6.3. The University shall maintain the confidentiality and security of examination results at all times.

16.7. Correction of Errors

16.7.1. Where an error is discovered in approved examination results, the Department shall immediately notify the Dean/Director and the Registrar.

16.7.2. Corrected results shall be submitted through the appropriate approval structures before being communicated to students.

16.7.3. The Examinations Officer shall maintain a record of all amendments made to approved examination results.

16.8. Activity	**Timeline**
Marking of Scripts	Within 10 days after examination
Internal moderation	Within 3 working days after marking
Submission of marks to Faculty	Within 2 working days after moderation
Faculty Board consideration	Within 5 working days after receipt of marks
Senate Approval	Within 5 working days after Faculty Board
Publication of results	Within 5 working days after Senate approval

17. EXTERNAL EXAMINATION SYSTEM

17.1. Appointment

External Examiners shall:

17.1.1. be appointed by the Vice Chancellor upon recommendation;

17.1.2. possess appropriate academic qualifications and expertise.

17.2. Tenure

The term of appointment shall normally be three (3) years renewable once.

17.3. Responsibilities

External Examiners shall:

17.3.1. moderate question papers;

17.3.2. moderate marking;

17.3.3. review examination standards; and

17.3.4. submit reports to the University.

18. SCRIPT MANAGEMENT AND RECORD KEEPING

18.1. Script Control

Scripts shall be:

18.1.1. counted;

18.1.2. verified against attendance registers;

18.1.3. packaged securely; and

18.1.4. signed for at every stage.

18.2. Record Keeping

The University shall maintain:

18.2.1. attendance registers;

18.2.2. mark sheets;

18.2.3. incident reports;

18.2.4. moderation reports; and

18.2.5. examination records.

18.3. Retention Period

Examination records shall be retained in accordance with university records management policies.

19. COMPUTER-BASED EXAMINATIONS

19.1. Laboratory Readiness

Computer laboratories shall:

19.1.1. be tested before examinations;
19.1.2. have functional equipment; and
19.1.3. provide backup systems.

19.2. Security

The University shall ensure:

19.2.1. secure logins;
19.2.2. restricted access;
19.2.3. data backups; and
19.2.4. monitoring of examination systems.

19.3. Technical Support

Technical personnel shall be available during examinations.

20. ONLINE EXAMINATIONS

20.1. The University may conduct examinations through approved online platforms were deemed appropriate. Online examinations shall be governed by the same academic standards and regulations applicable to conventional examinations.

20.2. Online Examinations shall apply to:

20.2.1. Fully online programmes;
20.2.2. Open and Distance Learning (ODeL) programmes;
20.2.3. Blended learning programmes;
20.2.4. Conventional programmes where online examinations have been approved;
20.2.5. Emergency situations requiring remote assessment.

20.3. Approval of Online Examinations

20.3.1. Faculties and Departments shall obtain approval through the established academic structures before conducting online examinations.
20.3.2. The mode of examination shall be communicated to students at the beginning of the semester.

20.4. Online Examination Platforms

20.4.1. All online examinations shall be conducted through University-approved platforms.
20.4.2. The ICT Directorate shall ensure the security, reliability, and availability of examination platforms.
20.4.3. Students shall use only approved systems and software during examinations.

20.5. Student Responsibilities

20.5.1. Students shall:

20.5.1.1. Ensure access to appropriate devices and internet connectivity;

20.5.1.2. Log into the examination platform using their university credentials;

20.5.1.3. Verify their identity where required;

20.5.1.4. Comply with all examination instructions and regulations;

20.5.1.5. Refrain from communicating with any person during the examination unless authorized.

20.6. Online Invigilation and Proctoring

20.6.1. Where necessary, the University may conduct:

20.6.1.1. Live online invigilation;

20.6.1.2. Recorded invigilation;

20.6.1.3. Automated proctoring; or

20.6.1.4. Other approved monitoring methods.

20.6.2. Students may be required to:

20.6.2.1. Present valid identification;

20.6.2.2. Keep their camera active throughout the examination;

20.6.2.3. Remain visible during the examination period;

20.6.2.4. Comply with all invigilation requirements.

20.7. Examination Security

20.7.1. The University may implement:

20.7.1.1. Question randomisation;

20.7.1.2. Time restrictions;

20.7.1.3. Browser lockdown systems;

20.7.1.4. Restricted access to external applications;

20.7.1.5. Authentication measures; and

20.7.1.6. Audit trails to monitor examination activities.

20.8. Technical Failures and Contingency Arrangements

20.8.1. Students experiencing technical difficulties shall immediately report the matter through prescribed channels.

20.8.2. The University shall maintain procedures for managing interruptions caused by power outages, network failures, or system malfunctions.

20.8.3. Verified technical failures may result in rescheduling, alternative assessments, or other remedies approved by the University.

20.9. Accessibility and Special Arrangements

20.9.1. The University shall make reasonable accommodations for students with disabilities or special learning needs.

20.9.2. Alternative examination arrangements may be approved where online examination requirements disadvantage a student.

20.10. Data Protection and Privacy

20.10.1. Personal data collected through online examination systems shall be managed in accordance with applicable data protection legislation and University policies.

20.10.2. Students shall be informed of any recording, monitoring, or proctoring arrangements before the examination.

21. EMERGENCY AND DISASTER MANAGEMENT

21.1. Emergencies

The University shall establish contingency plans for:

21.1.1. examination leakages;

21.1.2. fire;

21.1.3. floods;

21.1.4. power outages;

21.1.5. ICT failures;

21.1.6. unrest; and

21.1.7. public health emergencies.

21.2. Examination Rescheduling

The Registrar may reschedule examinations where circumstances warrant.

21.3. Communication

Students and staff shall be informed promptly of any examination changes.

22. APPEALS AND COMPLAINTS

22.1. Appeals

Students may appeal against:

22.1.1. examination irregularity findings;

22.1.2. examination decisions; or

22.1.3. approved results in accordance with Senate regulations.

22.2. Submission of Appeals

Appeals shall:

22.2.1. be submitted in writing;

22.2.2. state grounds for appeal; and
22.2.3. be lodged within prescribed timelines.

22.3. Complaints

Complaints regarding examination administration shall be submitted to the Registrar.

23. POLICY VIOLATIONS AND DISCIPLINARY ACTION

23.1. Staff Violations

Members of staff who violate this Policy shall be subject to disciplinary action in accordance with University procedures.

23.2. Student Violations

Students found guilty of examination misconduct may face:
23.2.1. nullification of results;
23.2.2. suspension;
23.2.3. expulsion; or
23.2.4. other disciplinary sanctions.

23.3. Criminal Conduct

The University may refer criminal matters to law enforcement authorities.

24. REVIEW AND AMENDMENT OF POLICY

24.1. Review

This Policy shall be reviewed every four (4) years or as determined by Senate.

24.2. Effective Date

This Policy shall become effective upon approval by Senate.

Approved: ..... Date: 02/11/2026
(Chairperson of SENATE)