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Our Ref: /16/OER/CUIB

**Decision No.03/CUIB/PROV/ER Spelling out the Regulations and Procedures
Governing the Conduct of Examinations in CUIB**

Mindful of our authorization No: 09/01/0194 of 11th June 2009 MINESUP creating CUIB and Decision No:10/02173/N/MINESUP/DDES/ESUP/SAC/NJE/ebm of 16th May 2010 authorizing the Institution to go operational;

Mindful of the mission of CUIB which is to prepare professional servant leaders with moral and spiritual values to contribute to the sustainable development of their communities;

Mindful of the fact that education for spiritual and moral values is that education which enables the human person to be sincere, honest, truthful, respectful and coconscious;

Mindful of the Cameroonian presidential decree No. 93/027 of January 1993 fixing common regulations to all Universities, particularly in its Articles 61-66,

Mindful of the fact that during mentorship the mentor University (UB) shall as a matter of policy vet CUIB's examination questions, participate in the deliberations and publication of results,

Mindful of the fact that CUIB believes and strives towards maintaining credible examinations, the following guidelines are here set for the organization of examinations in CUIB:

A) Organization of Examinations in CUIB:

a) The Office of Examinations and Records

- i) It is responsible for the organization, supervision and overseeing of all examinations and related activities in the University, from scheduling of exams, ensuring adequate examination logistic provision, right up to the publication of results after approval by the University Academic Board.

To that effect:-

- It collaborates with the office of finance to purchase examinations materials
- It puts up examination calendar of the academic year, this shall include the date for submitting Continues Assessment marks (CA), departmental vetting of questions, vetting by the mentor University, Timetable for examinations and dates for the deliberation and publication of exams

b) Examination Guidelines

- i)** All students who are duly registered for courses in a given semester are eligible to sit for examinations in those courses; except a student who absents himself from the University for of six weeks or more without official permission.
- ii)** Students may bring with them to the examination hall only materials which may be permitted by the regulations.
- iii)** Once inside the examination hall, communication between student as is strictly forbidden.
- iv)** Silence must be observed within examination environment. The only permissible way to attract the attention of the invigilator is by raising a hand.\
- v)** Smoking, chewing and eating in the examination hall are strictly forbidden.
- vi)** Before handing in their scripts at the end of an examination, students must satisfy themselves that they have inserted, in the appropriate places, their names and matricules and the numbers of the questions attempted.
- vii)** It is forbidden to make distinctive marks of any kind on the answer booklets.

c) Absence from Examinations

- i)** Students are required to present themselves at such University Examinations for which they have registered under these regulations. Students who fail to do so for reasons other than accidents or illness duly justified by a medical report approved by the University Administration shall be deemed to have failed that examination. Miss reading of the timetable and such lapses on the part of a student shall not be accepted as a satisfactory explanation for absence.
- ii)** A student who falls ill during an examination period shall report in writing to the Dean of his/her School/College.
- iii)** A student who is absent from an examination on the account of illness confirmed by medical evidence from the head of the University health Services shall be given the I-Grade (incomplete) and shall take the regular examination on the next examination session.

If the Student is a final year student, his/her work in the first semester exam will be examined, the CA in the Course will be examined and his/her general performance for the entire university period will be considered. His/her performances in this investigation shall determine his/her result.

d) The Invigilators

Examination invigilators are responsible for overseeing the conduct of candidates in an examination room. They ensure that the exam begins on time and that students have the correct equipment/material required to carry out the examinations.

Proper invigilation can be quite effective when candidates are prevented from cheating. It is important therefore that invigilators should know what is expected of them to ensure that all candidates are assessed on equal basis.

i) Chief of Centre

1. The Chief of Centre is the most important invigilator of the entire centre.
2. In collaboration with Invigilators, he/she sees about the readiness of the rooms and infrastructure for the smooth takeoff of exams.
3. He/she comes to the Office of Exams and Records at least one hour to the commencement of the examinations to collect examination materials.
4. He/she must be in possession of the list of all invigilators, supervises them and reports on their activities to the Vice President i/c Exams and Records at the end of each day.
5. He/she submits at the end of the examination session, a report on the conduct of the examinations at his/her centre.

ii) Preliminary Steps

Invigilators are required to come to the Office of Examinations and Records at least 30 minutes to the commencement of the exam, to collect examination material and immediately move to the exam hall. The duties of an exam invigilator may also involve preparing examination rooms before students enter.

iii) Before the exam (at entrance to exam hall)

1. Check the Student ID Card (to ensure that the student is a CUIB student)
2. Check the Form A2 (Course Registration Form) (to ensure that the student has registered for the course).
3. Check the Fees Clearance (to ensure that the student has completed his/her fees for the period)
4. In situations where a course is to be written in more than one hall, the invigilator should ensure that he/she announces the range of numbers of students for that hall, so that students who were in the wrong hall can move to their appropriate hall where their names feature in the attendance sheet.

iv) During Examinations

1. Invigilators are not supposed to:
 - Listen to music (using headsets) while invigilating,
 - Read novels, textbooks or notes while invigilating,
 - Answer or make phone calls while carrying out the invigilation process, or
 - Carry out other activities that will distract them from the task at hand.
 - Get involved in conversation with other invigilators except absolutely necessary
2. In situations where more than one course is scheduled to be written in the same hall, the invigilator must ensure that no two candidates writing the same course should sit at the same table (except where the table is a long one). Where there is need for three students to sit at the same table (long), the invigilator must make sure that the student at the middle is writing a different course from those at the sides.
3. Where it is necessary for a student to take something from his/her bag in or outside the exam hall, the bag should be opened only in full view of the Invigilator.
4. All examinations should start and finish on time. If for any reason the examination is late in starting then the same amount of time must be added to the finishing time. For example if the start is 5 minutes late, then 5 minutes must be added to the end, and the candidates must be informed of this at the start of the examination.
5. Candidates are allowed to leave the hall during an examination only under the following circumstances:
 - After 30 minutes have elapsed from the start of the examination. The invigilator who is posted at the exit from the hall should ensure that candidates who leave early do not remove their script books from the hall. Invigilators should not sort scripts, papers etc on the desk of those candidates who have left early as this may create an unnecessary disruption.
 - When a candidate requests and is granted permission to leave the examination room temporarily. In this case, he or she should be escorted as far as is reasonable throughout the period of absence. In the case of candidates wishing to visit the toilet, they must be accompanied as far as the toilet location. However, an examination room **MUST** never be left unattended in order to escort a candidate.
6. Invigilators should remember to tell the students when to start writing, in their own time.
7. Student Attendance for the exam is taken only after 30 minutes into the examination. This will enable any student wishing to leave the exam hall after that time (as permitted by policy) to sign as having taken part in the exam.

8. One important task is to verify the identity of candidates taking the exam. If students are required to put their ID on the table, check that the person writing the exam is the same one as on the card.
9. Invigilators must move around with the examination attendance sheet, from student to student, instead of merely passing on the attendance sheet for it to move round.
10. Invigilators must try to create a calm and welcoming environment for the candidates.
11. The invigilator should ensure that no communication takes place during the exam, among students.
12. Invigilators need to move around the room (once in a while) throughout the entire examination – usually the best place to see cheating behaviour from is the back of the room. Movement should however be in such a way that should not distract the candidates. In addition, candidates don't like invigilators standing over their shoulders, as this tends to distract the concerned.
13. Invigilators should look for cheat sheets and should check the back of all calculators, Forms A2 and any allowed material, etc.
14. Invigilators need to technically keep an eye on any candidate with suspicious behaviour during the exam.
15. If students are found cheating, the invigilator must follow the procedure set by the University to deal with this. Usually this requires the invigilator to:
 - Allow the candidate to complete his/her exam, and the invigilator submits his/her report
 - Confiscate any cheat sheet or other materials involved in the cheating since it would be important evidence.
16. Towards the end of the exam, there is need to remind candidates to make sure they have filled all necessary information on the cover of the Answer Booklet.

v) After the Exam

1. The invigilator is required to complete the “Invigilator Report Form”, and thereafter submit the following to the Chief of Centre:
 - Examination answer scripts
 - Invigilation Report
 - Left-over examination question papers
 - Left-over answer booklets
 - Other materials given to the invigilator for that particular course/hall.
2. Invigilators should do well to submit to the Chief of Centre, any valuable material left behind in the exam hall by a student, or any lost but found item (ID cards, calculators, etc)

during the period of examinations, and to sign against their names in the Invigilation Attendance Sheet.

e) Examination Fraud

- i) In conformity with Decree N° 93/027 (of the President of the Republic) of January 1993 fixing common regulations to all Universities, particularly in its Articles 61-66, it shall be an offence for any student, staff or any person whosoever to impersonate a student in any University Examination. Any student or staff of the University found guilty of this regulation shall be subject to disciplinary sanctions, but this does not preclude prosecution by the law enforcement authorities.
- ii) Any student or staff who attempts in any way to unlawfully have or give pre-knowledge of an examination question or to influence the marking of scripts or the award of marks by the examiner shall be subject to disciplinary sanctions.
- iii) If a student is suspected of cheating, receiving assistance or assisting other students or of infringing any other examination regulation, a written report of the circumstances shall be submitted by the invigilator to the Dean/Director immediately after examination.
- iv) Any student(s) suspected to have cheated, received assistance or assisted another student during examination shall be required to submit a written statement to the invigilator immediately after the examinations. Failure to make such a statement shall be regarded as an admission of guilt.
- v) The Dean/Director shall promptly set up a Disciplinary Panel, made up of:

1. The Dean/Director	Chairperson
2. Vice Dean/Deputy Director	Vice Chairperson
3. 1 Member designated by the Dean/Director	Member
4. 1 Member designated by the President	Member
5. 1 Representative of the Student Government	Member
- vi) The report of such investigation with a recommendation of sanctions shall be submitted to the Provost as soon as possible.
- vii) Where the Provost is satisfied that a student has committed a breach of any of the regulations, such a student shall be deemed to have committed an examination offence and the Provost may:
 1. Give a public notice of the fact that an offense has been committed by that student ;
 2. Give a written warning to the student which may be accompanied with partial or total suspension of all forms of aid or assistance from the University;
 3. Suspend the student from any University examination for the session in question, together with suspension of all aid or assistance.

4. Recommend to the President that the student be suspended temporarily from the University for one or two sessions.
 5. Recommend to the President that the student be dismissed from the University.
 6. Where approval is given by the President as seen above, the Minister of higher Education shall be informed
- viii) Where the President has reason to believe that the nature of any question or the content of any persons other than the examiner(s) of the examination, the Board of Examiners and any Official of the University authorized to handle the examination, he/she may order the suspension of the examination or the cancelation of the examination or the setting of a new examination and shall report the matter to the Academic Board. The president shall take appropriate disciplinary measures against the staff/student as provided for the by the regulations in force.
- ix) Any student or member of the academic staff may lodge a written petition to the Provost through the Dean/Director of School/College if they feel that an examination has been improperly conducted. The Provost shall investigate the complaints and report the result of the investigation to the Academic Board which shall take such action as it may deem appropriate, including withholding of results or deprivation of the award of a degree/diploma etc.

f) Remarking of Examination Scripts

- i) A student may ask for a remark of his examination script(s) and this shall be done only if the course concern has not been moderated.
- ii) The sum of 10.000F CFA shall be the charge for a remark of a Script
- iii) The remarking shall be done through a committee of three (without one examiner knowing the marks awarded by the other), using the marking guide that was used in marking the Scripts.
- iv) The final mark to be award shall be the average of all the marks so awarded by the different examiners.

B) Course Evaluation - CUIB Method of Academic Assessment and GPA Computation

a) Components of Assessments:

- i) Continuous Assessments:** It constitute 50% of the overall assessment and encompasses the following elements:
- Portfolio Assessment (journals, essays, demonstration of skills, research notes, related to the course) 10 marks
 - Base Group Work (group presentations, assignments, field work, projects) 15 marks
 - Class Evaluation (tests, class assignments, quizzes) 15 marks

○ Class Attendance	10 marks
ii) Standardised Tests (Formal Examinations) constitute 50% of total marks	<u>50 marks</u>
Total	= <u>100 marks</u>

b) Management of Semester Grades

At the end of a Semester, once results are published, students obtain copies of their Results Slips (hard copies and/or by e-email), showing the grades obtained in the courses for that semester. Where a student fails a course at the first attempt, he/she can only repeat the course afresh at the next instance where the course features. Repeating a course entails attending lectures and taking all the assessments required. A student, however, has a maximum of twelve semesters (6 years) to complete the programme leading to the award of a Bachelor of Science Degree at CUIB. Failing a course after this period would warrant the University to advise the student to either withdraw from the University, begin the programme afresh or apply for and re-start a new programme.

c) Management of Grades

The Official and Final Academic Transcript is treated as a recording of all the courses a student took at the University and the grades obtained in such courses.

In the case where a student attempted a course more than once before passing, all the attempted Grades obtained will be recorded in the Final Transcript, in the case of the University of Buea (UB) as Mentor University. But with regards to other foreign mentors, their systems shall be adopted.

d) Steps in the Calculation of Grade Point Average (GPA) and Cumulative Grade Point Average (cGPA)

i) Definition of Components

1. Credit (or Course Credit): A (course) **credit** (often **credit hour**, or just **credit** or "**unit**") is a unit that gives weight to the value, level or time requirements of an academic course taken at an educational institution.
2. Grade: Defined as a letter attached to, or representing a range of numerical marks.

<i>Range</i>	<i>Grade</i>
80 – 100	A
70 – 79	B+
60 – 69	B
55 – 59	C+
50 – 54	C
45 – 49	D+ (Fail)
40 – 44	D (Fail)
0 – 39	F (Fail)

3. Grade Point: Defined as a numerical value attached to, or representing a particular grade.

<i>Grade</i>	<i>Grade Point.</i>
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
F	0

4. Weighted points: Defined as the 'weight' (how heavy) of the points that a student finally has in a course. This is got by multiplying the credit value by the grade point.
5. Credits earned: Defined as the sum of credit values for courses passed.

ii) Calculation of Semester GPA (Grade Point Average)

1. All the Credits taken for the Semester are added. (A) (credits attempted)
2. The weighted points in all the courses are calculated and added. (B)

(Weighted Points = Credit Value of the Course x Grade Point)

$$\text{Semester GPA} = \frac{\text{Sum of weighted points}}{\text{Sum of credits attempted}} = \frac{B}{A} \quad \text{This value is on a scale of 4.00}$$

The GPA is rounded up to 2dp.

iii) Calculation of Cumulative GPA (cGPA)

1. Add all the Weighted Points of all the Semesters (C)
2. Add all Credits Attempted for all the Semesters (D)

$$\text{cGPA} = \frac{\text{Sum of all Weighted Points}}{\text{Sum of all Credits Attempted}} = \frac{C}{D} \quad \text{This value is on a scale of 4.00}$$

The cGPA is rounded up to 2dp.

e) CUIB Classification of Degrees

SN	CUIB Class of Degree	Range of GPA	Equivalence in other Universities
1	Summa Cum Laude	3.60 – 4.00	First Class
2	Magna Cum Laude	3.00 – 3.59	Second Class, Upper Division
3	Cum Laude	2.50 – 2.99	Second Class, Lower Division
4	Bene Probatus	2.25 – 2.49	Third Class
5	Probatus	2.01 – 2.24	Pass
6	Non Probatus	< 2.00	Fail