

*ISO 9001:2015 Certified*

KENYA MEDICAL TRAINING COLLEGE

EXAMINATION POLICY

REVIEWED JUNE 2021

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VISION

A model institution in the training and development of competent health professionals

MISSION

To produce competent health professionals through training and research and provide consultancy services

CORE VALUES

Accountability

Integrity

Responsiveness

Equity

Teamwork

Professionalism

Creativity and innovation

ACCRONYMS

CEO Chief Executive officer of the College

KMTC Kenya Medical Training College

DEFINITIONS

For the purpose of these Regulations:

College Examinations are all those examinations, assessments or evaluations that are considered in determining whether or not a candidate shall proceed to the following semester/year of study or qualifies to graduate.

Special Examinations are those examinations, which, after approval by College Examination Board, are administered to candidates who did not sit college examinations for a special reason.

Supplementary Examinations are those examinations which are administered to candidates who have failed college examination after first attempt.

A Continuous Assessment Test is any form of evaluation, such as tests, graded practicals, projects and assignments, during a semester and at the end of a semester and counts towards College Examinations.

Module is a sub-section/smallest unit of a course/program that takes at least 10 hours. It is a stand-alone and examinable entity and reflected in the program academic transcript.

A Course is a series of modules that a student is required to complete prior to earning a certain award (certificate or diploma)

Program is a purposeful, planned and structured set of training activities with defined structure, mode of delivery and assessment which on completion leads to conferment of a degree, diploma or certificate.

An examination leakage is any act, which results in a candidate, or a person having unauthorized access to, or knowledge of examination questions or of any materials related to the examination, before the scheduled date and time of the examination.

Internal Examiner is a teaching member of staff of the KMTC appointed to set examinations, mark or give such opinion on examinations or performance of candidates in examinations.

External Examiner is a qualified professional who is a non-KMTC staff appointed to set examinations, mark or give such opinion on examinations or performance of candidates in examinations.

Internal Invigilator is a teaching member of staff of the KMTC who has been assigned to supervise an examination within own campus.

External invigilator: is a teaching member of staff of the KMTC who has been assigned to supervise an examination in another campus outside own campus.

* 1. INTRODUCTION
	2. Charter and Statutes

All matters concerning KMTC Examinations shall be conducted under the general control of the College Academic Council Regulations and the rules and regulations governing the students of KMTC.

* 1. Scope

The rules shall apply to all KMTC examinations.

* 1. Overall Authority

The College Academic Council shall have the overall authority in all matters concerning and affecting examinations as per statutes, which include the setting, moderation, administration and marking of examinations as well as the declaration of examination results.

* 1. POLICY GUIDELINES
	2. Programmes

All the programmes shall have approved curricula

* 1. Formative Assessment Tests

Formative assessment tests shall be undertaken by all students as stipulated by respective curricula. The performance of each student shall be determined on the basis of his /her score in percentage.

* 1. Weighting of Modules

The weighting of modules shall be based on total number of hours allocated as per the curriculum.

* 1. Mean grade

In calculating the mean grade, the final percentage mark for the entire study period shall be considered by summing the percentage mark for each module, multiplied by the number of credits in that module, divided by the total number of credits.



Weighted mean percentage shall be determined for each semester represented as current and cumulative. These shall be reflected in the Individual Student Score Sheet and Academic Transcripts.

* 1. Calculating the Final Mean Percentage Aggregate

In using the formula above to calculate the final mean percentage aggregate for the entire study period all prescribed modules for the student for all academic years are used.

* 1. Percentage

The percentage mark for each module shall be multiplied by the number of credits for the module to get a product. The products for all prescribed module shall be summed up and divided by the total number of credits for the entire study period and rounded off once to the nearest whole number to get the final mean percentage aggregate.

* 1. Grading System

Grading System for each individual module shall be as follows;

|  |  |  |
| --- | --- | --- |
|  | Scores | Grade |
| 1 | 75-100%, | A |
| 2 | 65-74% | B |
| 3 | 50-64% | C |
| 4 | 40-49% | D |
| 5 | 0-39% | E |

* 1. Scores

Every student shall be required to attain a score of 50% and above in all assessments.

* 1. EXAMINATION RULES

Invigilated Examinations

* + 1. KMTC Examinations shall take precedence over external or any other examinations.
		2. Only a candidate who is enrolled on courses at the KMTC and has attained at least 90% attendance and must have achieved the requirements as stipulated in the curricula shall be eligible for sitting the examinations.
		3. Only a candidate who has cleared college fees and any other college financial obligations shall be allowed to sit for exams. A candidates who clears college fees after examinations have started shall not be allowed to sit any paper for that examination. S/he shall sit the next cycle of examination.
		4. A candidates who fails to sit for examinations shall be required to submit a written explanation to the departmental examination committee and attach evidence for determination.
		5. A candidates should be in the examination room at least fifteen (15) minutes before the scheduled time ready to start the examination.
		6. No candidate will be allowed in the examination room fifteen (15) minutes after the examination has started. No extra time shall be extended at the end of the examination period for any candidate who reports late for the examination
		7. Once an examination has started its management shall rest with the Chief Invigilator.
		8. A candidate who causes disturbance during the examinations will be required to leave the examination room and thereafter be subjected to the campus disciplinary process.
		9. A candidate who commits examination malpractice shall be disqualified from the whole examination and shall be suspended for one academic year
		10. Watches, mobile phones and any other communication gadgets shall not be allowed in the examination room unless instructions for the particular examination paper indicates so. Any candidate found guilty will be disqualified from the examination and shall be suspended for one academic year.
		11. A candidate shall use official examination material provided. No part of an answer booklet shall be torn off. Unused material shall be submitted to the invigilator/examiner at the end of the Examination.
		12. A candidate shall not remove from the examination room any examination material provided by the college except the examination question paper.
		13. In the event of an examination leakage, the affected paper/s shall be cancelled and re-done within two weeks from the date of cancellation
		14. Examination leakages shall be referred to relevant arm of the College for investigation and appropriate action.
		15. Malpractice in examinations by an employee/contracted staff shall be considered as gross misconduct and shall be dealt with as provided for in the code of conduct for employees and/or the contractual agreement.

Non-Invigilated Examinations

* + 1. A candidate shall not use or attempt to use unfair means (e.g. Plagiarism in research projects and other assignments)
		2. A candidate shall comply with any conditions prescribed by the relevant department in respect of submission of material for purposes of assessment. Such conditions may include date and place, method of submission (e.g. hardcopy and/or electronic copy) and any other special requirements.
		3. Submitted material must be a candidate’s own original work. Where other material is used, the candidate shall state the source/s from which the information was derived.
	1. KMTC EXAMINATION PROCESS

The entire KMTC Examination Process presupposes responsibility, integrity and confidentiality on the part of all KMTC personnel involved. Kenya Medical Training College Act, 1990, mandated KMTC to conduct examinations for and to grant diplomas, certificates, and other awards of the College. It starts with the drafting of examination papers prepared by Internal Examiners and terminates with the publication of results

approved by the CEO.

Examination processing shall be as follows:

* + 1. The registrar shall receive draft examination papers and marking keys from the departmental exam setters.
		2. The registrar shall organize for moderation, production and storage of the examination papers.
		3. The registrar shall organize for dispatch and administration of the examinations. iv The registrar shall organize for marking of the examinations
	1. COLLEGE EXAMINATIONS
		1. The College Examinations shall be conducted by means of any one or combination of the following:
			1. Written Examinations
			2. Oral Examinations
			3. Practical Examinations
			4. OnLine Examinations
		2. Examination timetables shall be ready by the tenth (10th) week of the semester.
		3. There shall be administration of a Continuous Assessment Test (CAT) per module at the 8th week of the semester as per the respective curricula.
		4. Formative assessments shall be undertaken as stipulated in the respective curricula. v The release of results should be within four (4) weeks after the last date of the

examination.

vi All examinations shall adopt the stipulated college standard format.

6.0 RECORDING OF MARKS

There shall be examination recording sheets:

1. Individual Student Score Sheet
2. Subject Score Sheet
3. Consolidated Mark Sheet
4. Academic Transcript- this shall have the individual students’ scores in all the modules undertaken. The institution shall endeavour to format and code the transcript in line with international standards for ease of cross border absorption of KMTC Students.
	1. FORMATIVE ASSESMENT TESTS
	2. Eligibility/criteria for sitting End of Semester Examination
		1. A student shall be required to have at least 90% attendance of both theory and practical work.
		2. A student shall be required to have cleared college fees for that semester and any previous semester/s.
	3. Pass mark:

A student shall be deemed to have passed if the score is at least 50% in both theory and practical.

* 1. Results for the end of semester one examination
		1. A candidate who attains less than 50% in any module will sit for supplementary examination.
		2. A candidate who attains less than 50% in any module shall be allowed to proceed to the second semester and shall sit the supplementary examination at the end of the academic year.
	2. Results for the end of semester two examination
		1. A candidate who attains less than 50% in any module will sit for supplementary examination.
	3. Supplementary Examination:
		1. Supplementary Examination shall be administered within two weeks after the release of semester two exam results.
		2. A student shall sit for a supplementary only once.
	4. Results after Supplementary Examination
		1. Scores greater than 50%, in the supplementary paper shall be adjusted to 50% and the mean score adjusted accordingly.
		2. A student who fails one (1) or two (2) modules/papers in a supplementary exam shall be referred for 6 months and sit only the failed modules.
		3. A student who fails in the referred 6 months shall be referred for another 6 months and sit only the failed modules.
		4. A student who fails in the second 6 months’ referral shall be discontinued from training
		5. A student who fails more than two (2) modules/papers in a supplementary exam shall be made to repeat a whole academic year and sit only the failed modules
		6. A student who fails in the repeated year above (v) shall be referred for 6 months and sit only the failed modules.
		7. A student who fails after the 6 months’ referral (vi above) shall be discontinued

from training

* 1. Special examination:
		1. A special exam shall be administered to students as advised by the College Examination Board.
		2. No Special Examinations shall be administered to students except under the following circumstances:
			1. For medical reasons, as certified by a certified medical practitioner and approved by the College Examination Board.
			2. For compassionate reasons, based on events such as bereavement within the students’ nuclear family or guardian, which occur prior to and/or during the examination period verified by the Dean of Students.
		3. Special and Supplementary Examinations shall normally be held simultaneously, and shall be of the same standard as other College Examinations.
		4. CATs marks shall count towards the grading of Special Examinations.
	2. Appeals by Students Against Formative Assessments Results
		1. A student who disputes his/her results in the formative assessments has a right to appeal in writing within one week from the date of release of results to the Principal.
		2. The Campus Examinations Committee shall communicate its decisions to the affected student within a period of 7 days of its deliberation.
		3. If the student is not satisfied with the decision made by the Campus examination committee, he/she may lodge an appeal to the CEO
	3. Discontinuation

A student who fails to attain the stipulated academic standards as spelt out in 7.6 iv and vii shall be discontinued from training.

* 1. Deferments
		1. A student who wishes to defer shall write to the Departmental Examination committee within two weeks prior to the date of examination except in special situations.
		2. A student shall be allowed to defer an examination after deliberations by the Campus Examination Committee.
		3. A student shall be allowed to defer an examination only once within an academic year
		4. A student who fails to attend a deferred examination shall repeat the academic year.
	2. FINAL QUALIFYING (SUMMATIVE) EXAMINATION
	3. Eligibility/criteria for sitting Final Qualifying Examination
		1. A candidate shall be required to have at least 90% attendance of both theory and practical work.
		2. A candidate shall be required to have a mean score of 50% and above with passes

in all examinations and assignments in the course work including research project.

* + 1. A candidate shall be required to have cleared college fees and any other college financial obligations.
	1. Administration of Final Qualifying Examination
		1. The Final Qualifying Examination process shall be coordinated by the Registrar.
		2. Candidates undertaking common courses in various campuses will sit the same examination.
		3. The Principals shall provide the Registrar with a list of eligible candidates one month before the Final Qualifying Examination.
		4. The Registrar shall prepare examination cards and deliver to the principals.
		5. The Principals shall be responsible for keeping and issuing the examination cards to candidates.
		6. A candidate shall be admitted into the examination venue upon production of the examination card.
		7. The Final Qualifying Examination shall be conducted in January/February, June/July and September.
	2. Setting and Moderation of FQE
		1. The Registrar shall coordinate setting and moderation of the FQE.
		2. The Registrar shall appoint internal exam setters to set the exams and prepare marking keys.
		3. The Registrar shall appoint internal subject experts to moderate the exam drafts and marking keys.
		4. The Registrar shall keep the moderated examination papers and marking keys in the examination bank.
		5. The Registrar shall be responsible for safety and selection of the examination papers to be done, production and transportation of examinations to the examination centres.
	3. Final Qualifying Examination Administration:
		1. The candidates shall sit for the examination in the campus where they were registered.
		2. The Principal shall receive, verify and ensure safe custody of the examination package/seal.
		3. The Registrar, shall appoint external invigilators who shall administer and invigilate the examination.
		4. The Principal shall appoint internal invigilators to assist the external invigilators in administration and invigilation of the examination.
		5. The Head of Department shall be the chief invigilator during final qualifying examinations in the respective department.
		6. The Head of Department and the external invigilator(s) shall be responsible for collection, sealing and delivery of the scripts to the Principal for safe custody.
	4. Marking of Examination Answer scripts
		1. The Registrar in consultation with the Deans/Heads of department Nairobi shall be responsible for planning and coordinating the marking exercise.
		2. The registrar shall appoint internal examiners to mark the examinations at designated centres.
		3. Each paper shall be marked out of a maximum of 100 marks, unless otherwise approved by College Examination Board.
		4. The final mark for each paper shall be rounded off to the nearest whole number.
		5. The performance of candidates in this Examination shall be determined by grades from both Formative Assessment Tests (40%) and the Final Qualifying Examination (60%), unless otherwise approved by College Examination Board.
		6. The Registrar in consultation with the Deans/Heads of department Nairobi shall ensure that the results are moderated by the internal and external examiners.
		7. The results shall be presented to the College Examination Board for declaration.
	5. Criteria for Passing the Final Qualifying Examination

Candidates shall be deemed to have passed the final qualifying examination if they obtain a score equal to or greater than 50% in each examinable paper

* 1. Declaration of Final Qualifying Examination Results

The following constitutes the process of declaration of Final Qualifying Examination results:

* + 1. The Dean/HOD Nairobi shall prepare the results in a stipulated consolidated mark sheet which shall be accompanied by departmental results discussion and moderation minutes and present to the College Examination Board
		2. The College Examination Board shall receive, verify and declare the examination results.
		3. The Registrar shall forward the declared examination results to the CEO for signing.
		4. The Registrar shall publish the approved results and communicate in writing the published results to the individual candidates in the respective campuses.
		5. A candidate who shall have met the criteria as stated in 8.6 shall be awarded with the relevant certificate.
		6. A candidate who shall have failed in any examined paper/s shall be required to sit for a supplementary examination after six months.
	1. Supplementary for Final Qualifying Examinations
		1. A Candidate due for supplementary shall report to the Principal in his/her respective campus at the beginning of the semester upon publication of the results and pay the prescribed college fees.
		2. A supplementary candidate shall be required to attain at least 90% attendance.
		3. A candidate who shall not have attained at least 90% class and/or practical attendance shall not be eligible to sit for respective supplementary examination.
		4. The Registrar shall be responsible for supplementary examinations, which will be held during the prescribed college examination period.
		5. Supplementary examinations shall be held in designated centres determined by the Registrar.
		6. Scores greater than 50%, in the supplementary paper shall be adjusted to 50% and the mean score adjusted accordingly.
		7. A candidate who fails a supplementary examination shall be given two chances to resit the failed paper/s at intervals of 6 months.
		8. A candidate who fails to attain the academic standards as stipulated in clause vii above shall be discontinued from training.
	2. Special Final Qualifying Examination:
		1. A special exam shall be administered to candidates as advised by the College Examination Board.
		2. No Special Examinations shall be administered to candidates except under the following circumstances:
			1. For medical reasons, as certified by a certified medical practitioner and approved by the College Examination Board
			2. For compassionate reasons, based on events such as bereavement within the candidate’s nuclear family or guardian, which occur prior to and/or during the examination period verified by the Principal.
			3. Any medical emergency during examinations.
		3. Formative assessment marks shall count towards the grading of Special Examinations.
		4. Special examinations shall run simultaneously with supplementary exams and shall be of the same standard as other College Examinations.
	3. Appeals by Students against Final Qualifying Examination Results
		1. A candidate who disputes his/her results in the Final Qualifying Examination shall have a right to appeal in writing to the CEO within two weeks after the publication of the results.
		2. The CEO shall forward the appeal to the Deputy Director Academic.
		3. The Deputy Director Academic shall direct the Registrar to convene a meeting of the College Examination Board within fourteen days
		4. Re-marking of the disputed paper(s) shall be conducted within fourteen days after the candidate has paid the prescribed fee and shall only be for the disputed paper(s).
		5. The remarking shall be done by appointed independent examiners.
		6. If the candidate decides to withdraw his/her appeal before it is considered by the College Examination Board, such withdrawal shall be done in writing to the CEO.
		7. The outcome of the remarking shall be made known to the candidate in writing by the Registrar and shall be final.
	4. RETENTION AND DISPOSAL OF FINAL QUALIFYING EXAMINATION SCRIPTS
		1. The Registrar shall store/retain all assessment and examination scripts of candidates for a period of ten years with effect from the date of release of the results.
		2. It shall be the responsibility of the Registrar to ensure that Examination Scripts are disposed of in a secure and appropriate manner at the end of the defined period
	5. DEFERMENT
		1. A candidate who wishes to defer a FQE shall write to the Registrar within two weeks prior to the date of examination except in special situations.
		2. The Registrar shall approve the deferment as stipulated in the procedure.
		3. A candidate shall only be allowed to defer an exam once within one academic year.
		4. A candidate who fails to attend a deferred examination shall repeat the academic year.

11.0 CHARGES FOR DOCUMENTS/SERVICES

The College shall levy charges for documents/services as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| i. | Academic Transcript(s) | - | Per document (at least 4 copies) | - | Ksh. 1,000 |
| ii. | Authentication of Certificates | - | Per document (at least 4 copies) | - | Ksh. 2,000 |
| iii. | Verification of Documents | - | Per document (at least 4 copies) | - | Ksh. 1,000 |
| iv. | Replacement of Lost Certificate | - | Per Certificate | - | Ksh. 5,000 |
| v. | Remarking of Final Qualifying Examination | - | Per Paper | - | Ksh. 5,000 |
| vi. | Request for authentication of Certificates from localorganizations | - | Per Certificate | - | Ksh. 2,000 |
| Viii. | Request for Authentication of Certificates from Overseas | - | Per Certificate | - | US$50 |
| ix | Dispatch of Authenticated Certificates to Overseas | - | Per Certificate | - | US$50 |
| x | Storage of Certificates | - | Per Certificate after 120 working days from the dateissuance commenced |  | Ksh.100per day |

* 1. MONITORING AND EVALUATION
		1. The College shall conduct monitoring and evaluation of this policy to ensure quality of examinations.
		2. The College shall develop tools for monitoring and evaluation
		3. The College shall carry out regular and annual evaluation on the implementation of the policy
		4. The College shall use the information for planning and management.
		5. The College shall propose areas for review.

13.0 REVIEW OF THE POLICY

This policy shall be reviewed from time to time but not later than five (5) years.