

*ISO 9001:2015 Certified*

KENYA MEDICAL TRAINING COLLEGE

EXAMINATIONS STANDARD OPERATING PROCEDURES

DEVELOPED 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.

SOP 1. EXAMINATION COMMITTEES AND BOARD

The purpose of this SOP is to describe the composition, appointment, roles and responsibilities of the Examination Committees and Board.

1. Departmental Examination Committee
	1. Composition

This shall comprise of the HOD, the departmental Examination Officer, Section heads (where applicable) and lecturers. Consideration shall be made for persons with disabilities.

* 1. Appointment

Appointment of the members shall be done in writing by the HOD.

* 1. Roles and Responsibilities
		1. The Departmental Examination Officer shall prepare a schedule of examinations in line with the college calendar.
		2. The HOD shall approve the schedule for examinations as prepared by the Departmental Examination Officer
		3. The Departmental Examination Officer shall coordinate setting, moderation, production and administration of CATs.
		4. The Departmental Examination Committee shall discuss formative examination results at departmental level.
		5. The HOD shall present the discussed results to the Campus Examination Committee for declaration.
		6. The HOD shall release examination results in writing to the students.
		7. The HOD shall receive written examination complaints from students.
		8. The HOD shall address examination complaints and malpractices as per the KMTC examination policy.
1. Campus Examination Committee
	1. Composition

This shall comprise of the Principal, representatives of HODs Academic Departments, Campus Examination Officer, representatives of Departmental

Examination Officers, Librarian, Dean of Students and any other lecturer(s) as need shall arise.

* 1. Appointment

Appointment of the members shall be done in writing by the Principal.

* 1. Roles and Responsibilities
		1. Receive departmental examination schedules from the Heads of Department.
		2. Harmonize and approve the various departmental examination schedules.
		3. Ensure allocation of examination venues in consideration for persons with disabilities.
		4. Receive discussed formative examination results from the departments.
		5. Receive, discuss and determine issues related to special examination cases at the campus level.
		6. Declare and release formative examination results.
		7. Address examination disputes and malpractices appeals at Campus level.
1. College Examination Board
	1. Composition

This shall be comprised of:

* + 1. The Deputy Director (Academic) - Chair
		2. Registrar - Vice Chair
		3. The Deputy Registrar Exams - Secretary
		4. The Deputy Registrars Curriculum, Research, Student Affairs, Quality Assurance and Admissions
		5. Deans of Faculties
		6. College Examination Officer
	1. Appointment

Appointment of the members shall be done in writing by the CEO.

* 1. Roles and Responsibilities
		1. To receive and approve examination schedules from Campuses.
		2. To coordinate the setting, moderation, and marking of examinations.
		3. To organize and coordinate storage of examination scripts.
		4. To receive, analyse, ratify and declare Final Qualifying Examination results.
		5. To release the Final Qualifying Examination results upon approval by the CEO.
		6. To receive examination appeals from the Campuses.
		7. To advice the College Academic Council on any other matters related to the College examinations.

SOP 2. ANALYSIS OF SUBJECT ATTENDANCE

The purpose of this SOP is to describe measures to determine the eligibility of a student to sit for an examination.

1. There shall be subject attendance registers (theory and practicum) which shall be signed by both the students and the lecturers.
2. Subject lecturers shall analyse the signed attendance registers.
3. All the analysed attendance registers shall be forwarded to the departmental examination officer
4. The departmental examination officer shall approve the suitability of the student to sit for examinations upon certifying at least 90% attendance.
5. All the signed attendance registers shall be forwarded to the HOD
6. Students who do not meet the attendance criteria will not sit for the examinations and subsequently will repeat the semester.

SOP 3. PLANNING, SETTING AND MODERATION OF EXAMINATION PAPERS

The purpose of this SOP is to describe the planning, setting and moderation processes to ensure quality and integrity of examinations

The HOD shall be responsible for formative examinations and the Registrar shall be responsible for Final Qualifying Examinations.

1. Formative Assessment/Continuous Assessment Test (CATs)

The HOD shall ensure that the departmental examination officer prepares a schedule for examination and oversees the examination process.

The roles of the departmental examination officer shall entail:

1. Preparation of invigilation schedules.
2. Organisation and preparation of examination venues in consideration of students with disabilities.
3. Preparation of examination attendance registers.
4. Preparation of examination materials.
5. Coordination and overseeing administration of examination in consideration of students with disabilities.
6. Coordination of marking of the examination.
7. Organisation for discussion and moderation of the examination results at the departmental level.

For end of semester examinations, the Registrar shall:

* 1. Request and receive moderated draft examination papers from the various Heads of departments through HODs Nairobi.
	2. Prepare and send the exam schedules to respective campuses.
	3. Determine the number of copies for each examination papers according to the number of students.
	4. Produce, pack and seal copies of the examination papers.
	5. Dispatch of examination materials to various campuses.
1. Final Qualifying Examination The registrar shall:
	1. Request and receive names of eligible candidates based on at least 90% class attendance, completion of course work including Research Project, College fee clearance & any other financial obligation and their 40% scores in their formative assessments from the campuses.
	2. Request and receive a list of eligible candidates with disabilities.
	3. Request and receive a list of internal exam setters through HODs Nairobi.
	4. Request and receive a list of internal subject experts through HODs Nairobi.
	5. Request and receive handwritten draft examination papers in various programmes from internal exam setters.
	6. Organise for typing of the handwritten draft examination papers
	7. Organise for moderation(s) of the examination papers by both internal and external subject experts.
	8. Prepare and send the exam schedules to the respective campuses.
	9. Prepare examination cards for eligible candidates and distribute to the various campuses.
	10. Determine the number of copies for each examination papers according to the number of candidates.
	11. Produce, pack and seal copies of the examination papers.
	12. Dispatch examination materials to the various campuses.

Final Qualifying Examination Format

1. The final Qualifying Examination shall adopt the below format; Certificate examinations

|  |  |  |  |
| --- | --- | --- | --- |
| Sections | Type of questions | Marks allocation | Total Marks/% |
| Section 1 | 40 Multiple Choice Questions | I mark each | 40 |
| Section 2 | 8 Short Answer Questions | 5 marks each | 40 |
| Section 3 | 1 Long Answer Question | 20 marks | 20 |
|  | 100 |

Diploma Examinations

|  |  |  |  |
| --- | --- | --- | --- |
| Sections | Type of questions | Marks allocation | Total Marks/% |
| Section 1 | 40 Multiple Choice Questions | I mark each | 40 |
| Section 2 | 8 Short Answer Questions | 5 marks each | 40 |
| Section 3 | 1 Long Answer Question | 20 marks | 20 |
|  | 100 |

Higher Diploma Examinations

|  |  |  |  |
| --- | --- | --- | --- |
| Sections | Type of questions | Marks allocation | Total Marks/% |
| Section 1 | 20 Multiple Choice Questions | I mark each | 20 |
| Section 2 | 8 Short Answer Questions | 5 marks each | 40 |
| Section 3 | 2 Long Answer Question | 40 marks | 40 |
|  | 100 |

1. All questions shall be mandatory.

SOP 4. LOGISTICS OF HANDLING FINAL QUALIFYING EXAMINATION PAPERS AND BOOKLETS

The purpose of this SOP is to guide and standardize working procedures for packaging and dispatching of examination materials from the college exam secretariat.

The registrar shall:

* 1. Securely pack and seal the examination materials as per the various departments and campuses.
	2. Dispatch the examinations to the various campuses 2 days prior to the examination date.

The Principal of the respective campus shall:

1. In the company of the respective HOD and Campus Examination Officer receive and verify that the examination packaging has not been tampered with and that the seal is intact.
2. Document in the prescribed form the state of the received package(s).
3. Ensure safe custody of the examination.
4. Release the examination to the Chief invigilator (HOD) and the External invigilator as per the examination schedule.

After the examination,

1. The chief invigilator and external invigilator shall seal the examination scripts and handover to the Principal and Campus Examination Officer for safe custody.
2. The external invigilator shall fill an incidence form in case of any irregularity.
3. The Principal and HOD shall seal and dispatch the examination scripts to the marking venue identified by the registrar on the last day of the examination.
4. The Principal of the marking venue shall in company of the Campus Examination Officer, receive and verify that the examination packaging seal has not been tampered with.
5. The Principal and Campus Examination officer shall document in a prescribed form the status of the packaging.
6. After the marking, the Principal of the marking venue shall ensure that marked scripts for all campuses are packed and sent to the Registrar.

SOP 5. ADMINISTRATION OF EXAMINATION

The purpose of this SOP is to provide guidelines for administration of examination;

1. Formative assessment/Continuous assessment test (CATs)

The HOD shall appoint internal examination invigilator(s) whose role is to:

1. Receive the examination papers from the departmental examination officer on the day and time of the examination.
2. Ensure suitability of the examination venue, frisking of candidates and give examination instructions in consideration of candidates with disabilities
3. Distribute examination papers, start off the examination and supervise the entire examination to the end.
4. Ensure that students sign in the examination attendance register at the start of the examination.
5. Collect the examination papers at the end of the examination time, count the number of scripts and compare with the number of students sitting for the examination.
6. Ensure that the students sign out in the examination attendance register at the end of the examination upon receipt of written scripts.
7. Ensure no examination material leaves the exam room except the examination paper.
8. Fill an Examination incidence form in case of any exam irregularity.
9. Seal the examination scripts, ensure two students sign and handover to the HOD for safe custody.
10. Final Qualifying Examination

The Principal through the HODs shall issue the examination cards to the candidates at least one working day before the examination commences.

The HOD and the external invigilator shall oversee the administration and supervision of the examination process.

The invigilators shall:

1. Ensure examination rehearsals are done one day before the start of the examination.
2. Receive the sealed examination package from the Principal.
3. Ensure every candidate has an examination card.
4. Ensure suitability of the examination venue, frisking of candidates and give examination instructions in consideration of candidates with disabilities.
5. Ask the candidates to confirm that the examination package has not been tempered with and two candidates to sign on the package upon confirmation
6. Scrutinize the examination and College ID cards to ensure that only bonafide candidates sit for the examination
7. Distribute the examination papers, give instructions, start off the examination and supervise the entire examination to the end.
8. Give due consideration to candidates with disabilities in the entire examination process
9. Ensure that the students sign in the examination attendance register at the start of the examination.
10. Collect the examination answer scripts at the end of the examination time, count the number of scripts and compare with the number of candidates sitting for the examination.
11. Ensure that the candidates sign out in the examination attendance register at the end of the examination upon collection of their written scripts
12. Seal the examination scripts, ensure two students sign on the package and handover to the Principal and Campus examination officer for safe custody.
13. Compile a report of the exam process for the Registrar and give a copy to the Principal.
14. Fill an incidence form in case of any irregularity.

SOP 6: CONDUCT DURING EXAMINATIONS

The purpose of this SOP is to describe the procedure of conduct during examinations. It includes all behavioral activities when entering, inside and leaving the examination room.

Examination Venue:

1. There shall be reasonable spacing between candidates in the examination venue at least 1.5m apart.
2. The venue shall have adequate lighting and ventilation.
3. The venue shall be clean.
4. The venue shall not have any writing on the surfaces/walls.
5. The venue shall have wall clock/s depending on the size of the venue
6. Students with disability shall be adequately catered for in accessing examination venues

Entering the examination room:

1. All candidates must be frisked before entering the examination room.
2. Candidates must carry their examination cards to the examination room at the start of every paper.
3. No Candidate shall be allowed to enter the examination room to sit a written examination after it has been in progress for more than fifteen minutes.
4. All bags, mobile phones, watches, personal organizers and similar electronic devices must not be taken to the examination room, but must be deposited elsewhere, as instructed by the invigilator.

Inside the Examination Room:

1. There shall be at least two invigilators in every examination room.
2. The invigilators shall ensure that all candidates have examination cards.
3. The invigilators shall ensure the candidates have confirmed that the examination is intact and correct.
4. The invigilators shall read the instructions before the start of each examination.
5. The Invigilators shall distribute the examination papers and the answer booklets.
6. The Invigilators shall allow the candidates 2 minutes to write their details on the Answer booklets.
7. The invigilators shall ensure that candidates sign the attendance register.
8. The invigilator shall remind the candidates of time remaining at intervals of one hour and when remaining 30 minutes to time.
9. Candidates with disability shall be made comfortable in the examination room and provided with all requirements.
10. A candidate who gives birth just before or during examinations and wishes to continue with the examination shall put this in writing (stating that it is her choice and she will take responsibility for the choice) and be allowed to sit the examination. However, if she goes into labour in the middle of a paper, the invigilator will sign and indicate on the script the time at which the candidate left and seal it together with the other scripts for that paper. She can only be allowed to sit the next paper.

Leaving the examination room:

* 1. In order to avoid disturbing other candidates, no candidate shall leave the examination room until all the examination scripts have been collected, sealed and the packing bag signed.
	2. If a candidate must leave the examination room for which ever reason, he/she must obtain permission from the invigilator and be accompanied by an invigilator.
	3. If a candidate must leave an examination because of illness, he or she should obtain a medical certificate from a certified medical practitioner as soon as reasonably practicable, and submit it forthwith to the Head of the Department
	4. The invigilators shall ensure that candidates sign out in the attendance register

Communication/Disruption during the examination:

1. No candidate shall communicate with a fellow candidate during the course of the examination.
2. Candidates must not behave in any way which is distracting to other candidates during examinations.
3. A candidate who ignores a request from an invigilator not to behave disruptively shall be required to leave the examination room.
4. The disruptive candidate’s examination scripts shall be submitted to the HOD as

they were at the time when the candidate was required to leave.

1. The candidate shall write a statement of the incident.
2. The invigilator will indicate on the scripts the time at which the candidate left, and submit an incident report to the chief invigilator.

Examination materials and scripts:

1. It is the responsibility of the candidate to ensure that all his or her scripts are appropriately marked with a college number for formative assessment and examination number for summative assessment.
2. Candidates shall not be allowed to write anything on the Examination Question paper.
3. If a candidate writes anything on the question paper (apart from the exam number), then this amounts to exam malpractice and shall be handled under the stipulated consequences.
4. No candidate shall remove any examination materials from the examination room.
5. Candidates shall be allowed to take away the examination question papers. Cheating During Examination:
6. A Candidate who participates in malpractices shall be disqualified from the whole examination and shall be suspended for one academic year. Any paper(s) done before the malpractice shall be cancelled.
7. These malpractices shall include but not limited to the following:
	1. Having unauthorized items or texts in the examination room during the examination.
	2. Making use of unauthorized items or texts during the examination
	3. Copying from the script of another candidate during the examination
	4. Dishonestly receiving or giving help to another person during the examination
	5. Circulation of unauthorized materials
	6. Writing anything on the question paper, apart from the examination number.
8. In case of a malpractice;
	1. The candidate shall be withdrawn from the examination room and write a statement of what transpired and sign.
	2. The Invigilator shall fill an examination incident form.
	3. The incident documentation and any evidence shall be forwarded to the Campus Disciplinary committee.
9. Malpractices shall include even those detected and verified after an examination has been done.
10. Examination leakages shall be referred to the Security department for action and a written report on the same be submitted to the CEO

SOP 7: MARKING AND MODERATION

The purpose of this SOP is to describe the procedure of marking examination and moderating the results of the examinations.

* 1. Formative Examinations
1. After the examinations are done, the Head of Department shall ensure prompt marking of the examination by the subject lecturers within the stipulated time according to the KMTC examination policy.
2. In the case of coursework assessments, the subject lecturers shall complete the feedback sheet identifying strengths, weaknesses and opportunities for improvement, as well as the allocation of marks
3. The HOD shall convene a meeting to discuss and moderate the examination results.
	1. Final Qualifying Examination
4. After the examinations are done, the Head of Department Nairobi shall ensure prompt marking of the examination by examiners within the stipulated time according to the KMTC examination policy.
5. The Registrar in consultation with the Head of department Nairobi shall ensure that the results are moderated by internal and external examiners. This is to ensure that examiners have applied standards consistently. This may include: spot checking at random; and reviewing borderline results.
6. The activities during moderation shall include but not limited to:
	1. The re-marking and review of written feedback for a representative sample of coursework assessments and examination scripts. The purpose of this is to maintain and enhance academic standards and not to modify grades.
	2. A statistical review and discussion of the results of a cohort of students.
	3. The provision of feedback and guidance to the respective examiners to improve marking and feedback in the subsequent academic year.
7. All moderation activities and outcomes should be clearly recorded and made available to external examiners and at unit/module assessment panels.
8. The External Examiners will receive copies of examination papers and the marking keys prior to the marking of the examinations. This process will be the responsibility of the Head of Department. The External Examiner shall appraise and ensure compliance of levels, appropriateness of standards, tasks, written brief and links to outcomes.
9. The external examiner shall sample at least 30% of the marked scripts for re- marking. All scripts with less than 50% score shall be remarked by the external examiner.
10. The Head of department Nairobi shall ensure accurate recording of marks in the appropriate score sheets and consolidated mark sheets.

SOP 8: RECORDING OF MARKS

The purpose of this SOP is to describe the sheets for recording of marks. There shall be examination recording sheets;

1. Individual Student Score Sheet (KMTC/QP-08/ISS)

This shall transcribe the individual student score which shall be issued to the students and the copies posted into their individual files.

1. Subject Score Sheet (KMTC/QP-08/SSS)

This recording sheet shall comprise the scores of all students’ performance in the individual

modules/papers/.

1. Consolidated Mark Sheet (KMTC/QP-08/CMS)

This recording sheet shall show all practical and theoretical modules/papers scores for the individual student.

SOP 9: DECLARATION AND RELEASE OF RESULTS

The purpose of this SOP is to describe the procedure for declaration and release of examination results.

Formative Examinations (End of Semester Examinations)

1. The Head of Department shall;
	1. Receive the theoretical and practical module scores from various subject lecturers and distribute to the respective course/class coordinators for analysis and presentation. The scores shall include the CATs marks as per the respective curricula.
	2. Convene a meeting to discuss and moderate examination results.
	3. Forward the discussed examination results to the campus examination committee for declaration.
2. Assessments or coursework reports or feedback shall be returned to students within four (4) weeks of the submission date.
3. Examination scripts shall be returned to students after release of the results.
4. The performance of candidates in Formative Examinations shall be determined by grades from CATs and End of Semester Examinations, unless otherwise approved by College Academic Council
5. Each course shall be marked out of a maximum of 100 marks, unless otherwise approved by College Academic Council.
6. The final mark for each course shall be rounded off to the nearest whole number
7. Students results shall be communicated to all students in writing by the HODs using the Individual student score sheet.
8. Demotion or discontinuation of students as per the KMTC Examination policy shall be communicated to the individual students in writing by the Principal.

Final Qualifying Examination

1. The performance of candidates in FQE Examinations shall be determined by grades from Formative Examinations (40%) and Summative Examinations (60%), unless otherwise approved by College Examination Board.
2. Each course shall be marked out of a maximum of 100 marks, unless otherwise approved by College Examination Board.
3. The final mark for each course shall be rounded off to the nearest whole number.
4. The Head of Department Nairobi shall forward the discussed examination results to the College Examination Board for declaration.
5. The College Examination Board shall verify, analyse and ratify the results.
6. The Registrar shall present the consolidated mark sheet and the list of qualified and fail candidates to the CEO for approval and signature.
7. The Registrar shall publish the approved results and dispatch to the Principals.
8. The Registrar shall individually communicate the results to each candidate through the Principals. Students who have failed shall be informed of their verdict and the date of supplementary where applicable.

SOP 10: DISPUTE OF EXAMINATION RESULTS

The purpose of this SOP is to describe the procedure of handling disputes that arise during examinations.

Appeals during formative examination

A student shall have a right to appeal when he/she feels that an assessment / marking of work submitted as part of a programme is unfair. This may be regarding access to assessment, method of assessment and decision made on assessment.

1. The student shall appeal directly to the Principal stating out clearly the nature of dissatisfaction.
2. The Principal shall convene a Campus examination committee meeting to deliberate on the appeal.
3. The decision of the Campus examination committee shall be communicated to the student within 7 days.
4. If the student is not satisfied with the decision made by the Campus examination committee, he/she may lodge an appeal to the CEO

Appeals during summative (Final Qualifying Examination)

A candidate who is not satisfied with the grade, which has been awarded in any paper may appeal to the CEO for a re-marking of the written examination paper in the particular paper. Upon payment of the stipulated fee;

1. The contested paper/s shall be re-marked by an independent examiner (s).
2. The grade and score recommended by the examiner(s) after remarking shall be the final grade and score awarded to the candidate for the paper.
3. No appeal for re-marking of any examination script shall be entertained in cases where the complaint has been submitted later than four weeks after the results have been published.

SOP 11: PROVISIONS FOR SPECIAL EXAMINATION

This purpose of this SOP is to describe the steps taken to identify and provide special examination to a candidate who was unable to sit for the scheduled examination.

Eligibility for the special examination

A candidate who presents with any of the following reasons:

* 1. Death of a nuclear family member or guardian within two weeks before or during the examination period.
	2. Evidence of Hospitalization or treatment within the examination period.
	3. Labour or pregnancy complications in the course of the examination.
	4. Inability to pay college fees during the previous examination.
	5. Candidates with disabilities who require extra time for exam preparation.

Special Formative Assessment Test

* + 1. The student shall request the principal in writing for consideration to sit for a special examination.
		2. The Principal shall convene the Campus Examination Committee to decide on eligibility of the student to sit for a special examination.
		3. If the committee finds the student eligible for a special examination, the Principal shall forward this recommendation to the Registrar for ratification.
		4. Upon ratification, the Registrar through the principal shall communicate to the student the date(s) of the special examination.
		5. The special examination shall only apply to the student who has written to the principal.
		6. Special and Supplementary Examinations shall normally be held simultaneously, and shall be of the same standard as other College Examinations.
		7. The HOD shall oversee the preparation, administration, marking and release of the examination results for special examinations.

Special Final Qualifying Examination

1. The candidate shall request the Registrar in writing for consideration to sit for a special examination.
2. The College Examination Board shall decide on eligibility of the candidate for a special examination.
3. The Registrar shall notify the candidate on the verdict and schedule for the examination
4. The special examination shall only apply to the candidate who had notified the Registrar and shall not in any way affect the examination schedule
5. Special and Supplementary Examinations shall normally be held simultaneously, and shall be of the same standard as other College Examinations.
6. The Registrar shall oversee the preparation, administration, marking and release of the examination results.

SOP 12: SUPPLEMENTARY EXAMINATION

The purpose of this SOP is to describe the measures undertaken for a candidate who has failed to attain the pass mark in a given examination.

Supplementary for formative examinations

1. The HOD shall notify the student in writing of the scheduled supplementary examination.
2. The Supplementary Examination shall be administered within two weeks after the release of the semester two examination results
3. A candidate shall sit for a supplementary examination as stated in the clause 7.6 (i-

vii) of the examination policy

# *Scores greater than 50%, in the supplementary subject/paper shall be adjusted* to 50% and the mean score adjusted accordingly.

* 1. *A student who fails 1 or 2 modules in a supplementary exam shall be referred for 6 months and sit only the failed modules.*
	2. *A student who fails in the referred 6 months shall be referred for another 6 months and sit only the failed modules.*
	3. *A student who fails in the second 6 months’ referral shall be discontinued from training*
	4. *A student who fails more than 2 modules in a supplementary exam shall be made to repeat a whole academic year and sit only the failed modules*
	5. *A student who fails in the repeated year above (v) shall be referred for 6 months and sit only the failed modules.*
	6. *A student who fails after the 6 months’ referral (vi above) shall be discontinued from training*
1. The HOD shall oversee the preparation, administration, marking and release of the examination results

Supplementary Final Qualifying Examination

1. The Registrar shall notify the student in writing of the scheduled supplementary examination.
2. A candidate shall sit for a supplementary examination as stated in the KMTC exam policy.
3. A candidate who fails a supplementary examination shall be given two chances to resit the failed paper/s at intervals of 6 months.
4. A student who fails to attain the academic standards after the two chances *(c above)*

shall be discontinued from training.

1. Registrar shall oversee the preparation, administration, marking and release of the examination results.

SOP 13. DISCONTINUATION FROM TRAINING

The purpose of this SOP is to describe the procedure of an exit from the college for a student who has not met stipulated academic standards.

1. Formative (End of Semester) Exams
2. The HOD shall convene an academic departmental meeting to discuss the performance of the affected student.
3. The HOD shall notify the principal of the deliberations of the meeting.
4. The principal shall convene the Campus Examination committee meeting within 7 days to deliberate on the recommendations from the Department.
5. The parent/guardian of the respective student shall attend Campus Examination committee meeting.
6. The principal shall forward the recommendations of the Campus examination committee meeting to the CEO for ratification.
7. The principal shall release the student to the parent/guardian (indefinite suspension) in writing to await the CEO’s ratification.
8. Final qualifying examination
9. The Registrar shall convene a College Examination Board meeting to discuss the performance of the affected student.
10. The Registrar shall forward recommendations of the College Examination Board on discontinuation of the student to the CEO for ratification.
11. The Registrar shall communicate the CEO’s decision to the student and copy the same to the Principal of the respective campus.

SOP 14. DEFERMENT OF EXAMINATION

The purpose of this SOP is to provide guidelines for deferment of a scheduled examination by a candidate.

Eligibility for deferment

Any student who shall present the following reasons: evidence of hospitalization or treatment, inability to raise college fees, pregnancy challenges, challenges arising from a disability or any other reason as may be approved by the Principal, shall be eligible to defer an examination.

1. Formative Assessment
2. A student who wishes to defer a formative assessment test shall write to the Principal through the HOD.
3. The deferment notification shall be done within two weeks prior to the date of the examination except in special cases.
4. A student shall be allowed to defer upon approval by the principal.
5. A student shall be allowed to defer an examination only once within an academic year
6. The principal shall notify the candidate of the date of the deferred examination.
7. A student who fails to attend a deferred examination shall repeat the academic year.
8. Final Qualifying Examination
9. A candidate who wishes defer a FQE shall write to the Registrar through the principal.
10. The deferment notification shall be done within two weeks prior to the date of examination except in special cases.
11. A candidate shall be allowed to defer upon approval by the Registrar.
12. The Registrar shall notify the candidate of the deferred examination date.
13. A candidate who fails to attend a deferred examination shall repeat the academic year.
14. EXTERNAL EXAMINERS

The purpose of this SOP is to ensure quality and integrity of examinations through an external unbiased perspective.

Scope

This procedure shall be applicable to all summative examinations.

Responsibility

* 1. The Registrar, Principal and HOD shall be responsible for this procedure

The roles and responsibilities of the external examiners shall be defined by the college and specified in their contract.

* 1. Responsibility for the general management of the appointment of external examiners and the handling of external examiners' reports lies with the College Examination Board as stipulated in the KMTC Statutes.

Criteria for appointing external examiners

Individuals who can demonstrate appropriate evidence of the following shall be eligible for appointment as external examiners:

1. Competence and experience in the fields covered by the programme of study, or parts thereof.
2. Knowledge and understanding of job market agreed reference points for the maintenance of academic standards and assurance and enhancement of quality, including relevant subject benchmarks.
3. Relevant academic and/or professional qualifications to at least the level of the qualification being externally examined, and/or extensive practitioner experience where appropriate
4. Competence and experience in the design and operation of a variety of assessment tasks appropriate to the subject as well as assessment procedures
5. Sufficient standing, credibility and breadth of experience within the discipline to be able to command the respect of academic peers and, where appropriate, professional peers
6. Familiarity with the standard to be expected of students to achieve the award that is to be assessed
7. Fluency in English.
8. Meeting applicable criteria set by professional, statutory or regulatory bodies
9. Awareness of current developments in the design and delivery of relevant curricula
10. Competence and experience relating to the enhancement of the student learning experience.

Appointments of External Examiners

1. External examiners shall be appointed by the CEO on the recommendation of the relevant Head of Department endorsed by the Registrar
2. Before making such a recommendation the relevant Head of Department shall normally ascertain, by informal enquiry of the proposed appointee, that he/she is willing to serve as external examiner.
3. When a vacancy arises, a suitable external examiner shall be nominated by the appropriate Head(s) normally after consultation with the Registrar. That nomination shall be submitted via the relevant Principal of the Campus on a pro forma together with a C.V. and supporting information which confirms that the person nominated has the necessary seniority and experience and meets the other requirements set out in this statement.

Duration of Appointment as External Examiners

1. External examiners shall be appointed for a period of three years in the first instance, with the possibility of an extension of one further year.
2. External examiners may be appointed for no more than four years, although under exceptional circumstances (e.g. when a programme is coming to an end), a further one-year extension may be considered to ensure continuity.

Eligibility for appointment as an external examiner

1. Former staff or students of the college shall not be eligible for appointment as an external examiner unless a period of five years has elapsed from the date of graduation and all students taught by or with the external examiner have completed their programme(s).
2. Persons appointed as external examiners should not have any direct interests or ties to the college which might be sufficient to cast doubts upon their independence. Specifically, individuals in any of the following categories should not normally be appointed as external examiners.
	* Anyone with a close professional, contractual or personal relationship with a member of staff or student involved with the programme of study
	* Anyone who, if appointed, would be required to assess colleagues who are recruited as students to the programme of study
3. External examiners are full members of the relevant Board(s) of Examiners
4. Persons with disability are eligible for appointment upon meeting the set criteria Information required on appointment:
5. The CEO shall issue the letter of appointment for new external examiners stating the conditions of their employment together with copies of Code of Practice and relevant extracts from the Examination policy.
6. On appointment, Principals through the HODS shall be expected to avail the above information to the external examiners

External Examiners' Reports

External examiners shall be required to write a report to the CEO after the examination. The report shall address whether:

1. The information supplied on the programme structure, content and methods of assessment was adequate.
2. The administration of the examination process was satisfactory
3. The assessment process was appropriate to the subject, level and intended learning outcomes and to the students
4. The examinations/assessments were sufficiently comprehensive in regard to the programme examined
5. The facilities and material for practical and/or clinical examinations were adequate
6. There was adequate opportunity to see scripts of borderline candidates
7. There was access to a sufficient number and range of papers to enable a view to be formed that internal marking was appropriate and consistent
8. There was sufficient access to coursework to enable the exercise of effective external judgment
9. Procedures followed by the examiners were impartial and equitable
10. Programme aims were sufficiently defined and appropriate to the subject matter and to the students
11. The programme structure and content were appropriate to a level at which it was taught
12. The quality of teaching and the methods used as revealed in examination were effective and appropriate
13. The general standard of candidates' work was satisfactory
14. The pass rate was acceptable
15. The standards achieved by students were consistent with standards elsewhere in similar institutions and with national subject benchmarks.
16. Issues raised in previous year's annual report had been either addressed, or responded to, by the Head of Department.

SOP 16. EXAMINATION POLICY MONITORING AND EVALUATION

The purpose of this SOP is to describe the processes that ensure quality examination procedures in the college

Scope

The SOP shall apply to all the examination processes

Procedure

1. The Registrar shall constitute a Monitoring and Evaluation Committee comprising of representatives from Academic departments (HQS), Principals and HODs
2. The Monitoring and Evaluation committee shall develop the tools for monitoring and evaluation
3. The monitoring of examination processes shall be continuous
4. The Committee shall carry out monitoring and evaluation of college examination processes and generate a report annually.
5. The Registrar shall forward the monitoring and evaluation report to the CEO for decision making.