



Adventist University of Central Africa

P.O Box 2461 Kigali, Rwanda | www.auca.ac.rw | info@auca.ac.rw

AUCA EXAMINATION POLICY



Copy © All rights reserved 2023



Adventist University of Central Africa

P.O. Box 2461 Kigali, Rwanda | www.auca.ac.rw | info@auca.ac.rw

Office of Deputy Vice Chancellor for Academic Affairs

AUCA EXAMINATION POLICY

Kigali, 2022

Message from Deputy Vice Chancellor Academics

The AUCA Examination Policy has been produced in order to rationalize the various procedures associated with examinations throughout the academic year. In particular, the purpose of this policy is to ensure that the planning and management of exams are conducted efficiently and in the best interest of candidates and guarantee the operation of an efficient exam system with clear guidelines for all relevant members of staff. It is the responsibility of everyone involved in the exam processes to read, understand and implement this policy. This document reflects on instructions for conducting examinations in accordance with the Student Handbook.

Dr. Théogène Niyonzima

Deputy Vice Chancellor for Academic Affairs

Table of Contents

AUCA EXAMINATION POLICY	2
AUCA Philosophy.....	5
AUCA Mission.....	5
AUCA Vision.....	5
AUCA Beliefs and Values	5
AUCA goals	7
AUCA Accreditation.....	7
Introduction	Error! Bookmark not defined.
I. GRADING AND EVALUATION SYSTEM.....	8
II. EXAMINATION PREPARATION PROCESS.....	11
III. INSTRUCTIONS FOR CHIEF INVIGILATORS	11
IV. INSTRUCTIONS FOR AUCA INVIGILATORS/LECTURERS.....	12
V. EXAMINATION INSTRUCTIONS FOR AUCA STUDENTS.....	12

AUCA Philosophy

The Adventist University of Central Africa operates on the basis of the Seventh-day Adventist worldview, which holds that God is the Creator and Sustainer of the universe and the source of true knowledge. The entrance of sin caused man's alienation from God, therefore the restoration of the relation between man and his God is the main aim of the Christian Education that leads students to discover and understand the truth through critical thinking.

AUCA Mission

The Adventist University of Central Africa is committed to providing a Christ-centered quality education founded on a holistic approach that prepares people for the service of this life and the life to come.

AUCA Vision

The Adventist University of Central Africa (AUCA) is to be a centre of excellence in undergraduate and postgraduate programmes. Quality shall be the hallmark of all its undertakings including research and service delivery to its students, faculty, staff and community at large.

AUCA Beliefs and Values

AUCA is a Seventh-day Adventist institution of higher learning that nurtures the mental, spiritual, social and physical capacities of its personnel and students. The values of the University are rooted in the Holy Scripture and should be seen in the daily activities of the university administrators, workers, and students.

Through a process of discernment based on dialogue and reflection, the following AUCA core beliefs and values have been designated:

Faith

AUCA is a faith-based institution of higher learning. The faith nurtured in the institution is rooted in the teachings of Jesus Christ and in the 28 beliefs of the Seventh-day Adventist Church. While we respect the religious traditions and individual beliefs of our personnel and students, the university administration and faculties are expected to integrate a biblical, Seventh-day Adventist faith into learning activities of our students.

Integrity

Concerned with the good of the community in this life and the life to come AUCA commits itself to honesty in all relations with students, faculty, staff and administration. Through integrity AUCA community maintains the trust of the surrounding community and of public and governmental agencies.

Love

Informed by the example of Jesus Christ, and by the fundamental beliefs of the Seventh-day Adventist Church AUCA community demonstrates a spirit of unity and connectedness with one another through expression, courtesy, hospitality, shared values and having communication irrespective of ethnic, gender, or other differences. AUCA community extends this value of love by reaching out to neighbors and to members of the larger civil and ecclesial communities.

Respect

AUCA community values and respects the contribution of each member of everyone at the university and the stakeholders to the advancement of the mission of AUCA. Team-spirit is encouraged through supporting one another as colleagues working together for the good of the whole institution.

Compassion

Inspired by the example of Jesus Christ we open our hearts to those among us in physical, spiritual and mental need. Besides, AUCA community consciously reaches out beyond the boundaries of AUCA to serve others in need with compassion and mercy.

Fairness and Justice

Recognizing the dignity of all persons (students, staff, teachers and administrators) AUCA community seeks to avoid any acts of injustice toward others and address instances of injustice within and outside the university boundaries from a stance of informed advocacy. We hold ourselves accountable to one another and endeavor to practice responsible stewardship of the resources available to us.

Excellence

As a faith-based institution of higher learning AUCA community seeks to combine faith with reason in the pursuit of academic excellence. AUCA Senate and Administration call upon all members of its community to individually and professionally excel their respective duties.

AUCA goals

As an Adventist University, its principal goals are as follows:

- To promote the development of the mental, spiritual capacities and social strengths of an individual until his highest potential is reached;
- Based on biblical principles the university seeks to help students become useful members of the society not only endowed with intellectual skills, but well-developed character. The university focuses its goals and its objectives on the principles of the Bible;
- To inculcate into the students the desire for a life style based on a balanced natural food, principles of hygiene and physical exercises; and
- To help students become useful members of the community endowed not only with intellectual skills, but also with the most well-balanced character of a good citizen of this world and the world to come.

AUCA Accreditation

The university operates under the charter from the Ministry of Education of the Government of Rwanda, through Higher Education Council (HEC) and as such it is empowered to offer its programmes and confer appropriate degrees. The institution has reciprocal arrangements to recognize its degrees and diplomas from other accredited universities both within the country and elsewhere. Denominationally, the university holds accreditation from Adventist Accrediting Association (AAA) of the Seventh-day Adventist Schools, Colleges, and Universities worldwide.

I. GRADING AND EVALUATION SYSTEM

The grading system of the University is based on a multi-dimensional way of evaluating the performance of students. The grades obtained from the Adventist University of Central Africa are thus based on various methods of continuous assessment:

1. The final grade of a module is the weighted average of the cumulated grades of the quizzes, tests, assignments, research projects, practical work, field trips and examinations of the whole semester.
2. The weighting of the semester assessment totals 100%, distributed as follows:

Assessment Item	Weighting in %	Invigilation
Assignments & Quizzes	30	Monitored by the Teacher
Mid-Semester Exam	30	Invigilators
Final Exams	40	Invigilators

3. Each assessment meets the following objectives:

- a) To help and motivate the students to study more effectively;
- b) To evaluate the progress of the student and the effectiveness of the teacher.
- c) To determine if the student meets the minimal requirements of the module;
- d) To help the teacher ascertain the achievement of the module objectives.

Teachers submit soft copies and sign hard copies of their grade reports to the Registrar's Office. Before submission of grades to the Registrar's office the hard copies must be approved by the Faculty Dean or Head of Department.

Upon the Faculty acceptance of the grades, the grades are submitted to the Registrar.

The grade reports are kept in a file in the Registrar's Office. The teacher keeps a copy of the grade reports and a detailed copy is handed out to the Dean of the Faculty who files it for further reference. Once all the grades are entered into the computer, the grade transcripts are uploaded online and can be accessed by the students before they can register for the next semester.

The grading system in force at AUCA is a numerical one. The final maximum score is out of 20. The table of conversion indicates the average and the GPA grading as presented below:

AUCA Grading system (Out of 20)	Class	Class	Letter Grade	Percentage	GPA (Out of 4)
16 – 20	Great Distinction	First Class Honors	A	80-100%	3.2 - 4.0
14 – 15.9	Distinction	Second Class Honors Upper Division	B	70-79%	2.8 – 3.1
12 – 13.9	Satisfaction	Second Class Honors Lower Division	C	60-69%	2.4 – 2.7

4. Incomplete Grade (IG)

If at the end of the semester a student fails to sit for examinations or does not meet all the academic requirements, the teacher gives an incomplete grade (IG). In such a case, the student has a maximum period of one semester, provided the module is offered, ahead to complete the requirements of the full grade with financial implications, plus authentic justification. Failure to meet the requirements of the grade by the end of the given period leads to the grade being recorded as a zero (0).

In case of sickness and loss of direct family member, the student who missed the exam will be allowed, after presenting the required documents, to sit for a special exam upon the recommendation from the faculty having studied the case.

In addition, a student who has not successfully completed his/her memoire during an academic session is required to register for a zero credit the following semester or academic year for his/her student's eligibility.

Claim on Grades

- In case of claims, the student will fill in a form to be analyzed by a team of teachers appointed by the faculty. For a case of non-satisfaction, the marked examination booklets should be availed to the student by the Faculty. These booklets will be kept for a period of one year.

- The student who is not satisfied with the awarded grade will start the claim process using the Claim Forms - first with the head of the department then with the Dean if not satisfied. From this level, if the student is still not satisfied, he/she may write an official letter to the academic committee, with a copy to the Dean of the Faculty.

Mean/Average

The University determines two means/averages for the grades of the students:

1. The **general (cumulative) mean** includes the grades obtained from all the modules of the program.
2. The **major mean** is obtained from core and major modules only.
3. If a student repeats a module, the highest grade obtained is considered in the calculation of the mean.
4. To be awarded a degree, the student must have a general cumulative average and a major cumulative average of at least 12/20.

Examination Periods

The periods of examinations are indicated in the academic calendar and must strictly be respected. These are mid-semester and final exams. No other examinations may be conducted unless they are officially approved.

Missing out on Exams

A student who misses out on examination (finals and mid-semester exams) will be allowed to take the missed exam in the next semester or whenever the module is offered next. The student will be required to complete a form for the make-up exam, provide justification for missing the exam and pay 25% of the cost of the module.

Module Repetition

The repetition of a module in case of failure is allowed but it must be done during the next semester or when the module is scheduled again. Otherwise, the grade of the failed module is retained. Once the repeated module is successfully passed, the previous grade is retained on the transcript but does not count in the calculation of the mean. What counts in the calculation of the mean is the highest grade. The pass mark in a module is 10/20.

II. EXAMINATION PREPARATION PROCESS

Before and during the examination period, the Examination unit has to assure the following:

- Availability of the examination timetable indicating the time, date, duration, campus and venue for each examination
- Availability of students' list
- Availability of invigilators' list
- Room Allocation
- Reception of moderated examination papers from faculties
- Availability of photocopied exams
- Lists of students who are supposed to sit for the exams posted on different exam rooms
- Invigilators' attendance list
- List of lecturers who are supposed to pick their examination scripts for marking
- List of Lecturers who picked their examination scripts for marking on time.

III. INSTRUCTIONS FOR CHIEF INVIGILATORS

Chief Invigilators are responsible for:

- Maintaining the integrity of the exam
- Reporting to the Exams Office to sign in and out before and after each booked exam
- Collecting and checking exam papers and other exam material from the Exams Officer before the start of each exam
- Distribution of exam papers within the exam hall in accordance with the Examination office seating plans
- Completion of exam registers
- Recording the details of each exam in the Exam log book including full reports on any incidents of malpractice

- Collection of all exam papers and scripts in the correct order at the end of each exam and their safe return to the Examination Officer

IV. INSTRUCTIONS FOR AUCA INVIGILATORS/LECTURERS

- 1) Sign in and pick examination envelope 30 minutes before exams begin.
- 2) Do not allow any student to enter without both exam permit and AUCA student ID.
- 3) No phones are allowed inside examination room.
- 4) Write your name on the attendance form.
- 5) Only allow students whose names are found on the attendance form to take exam.
- 6) Do not allow any student to enter the examination room 15 minutes after exam has commenced.
- 7) Do not allow students to go out before one hour of exam has elapsed/ended.
- 8) Sign on the exam permit of each student who submitted an answer booklet.
- 9) Make sure you have the answer booklet of each student who signed the attendance form.
If the teacher, whose exam you invigilated, finds out before signing out his envelope that an answer booklet is missing, or that you have inserted another teacher's answer booklet inside the wrong envelope, you will be held accountable.
- 10) Collect your exam envelopes maximum two days after your students have completed them.
But before you sign out your envelopes, take time to check for two things:
 - a) That all the booklets found inside the envelope belong to you and
 - b) That the number of answer booklets submitted matches what is shown on the attendance form. Once you sign out the envelopes, you are responsible for any missing booklet of a student found on the attendance form.

N.B: For more details, consider HEC and AUCA regulations.

V. EXAMINATION INSTRUCTIONS FOR AUCA STUDENTS

- 1) Make sure each of your teachers has your name and ID number listed in their class list. The list will ensure we make provision for your exam papers, including the room where you will sit for each exam.
- 2) Ensure all your issues/ claims with the examination timetable are resolved. The exam office will address these issues at set times.

- 3) Make sure you pick your exam permit before exams begin.
- 4) If you are expecting to make up for an exam, come to the examination office to make sure your name is listed, even if you have already submitted the make-up exam form. Follow this instruction to avoid waiting for another semester.
- 5) Always bring your exam permit with your student ID card for each exam.
- 6) Bring your own writing materials (pens, pencils, and eraser) into the exam room.
- 7) If your teacher permits you to bring calculator, Bible or anything other than pen/pencil for an exam, you need to bring your own because you will not be allowed to share with another student.
- 8) Find a place to keep your bag, notes, laptop, phone, etc, before entering the exam room. The only three (3) things you are allowed to bring inside the exam room with you are your exam permit, student ID card and something to write with. **N.B:** The student is responsible for any lost material/object of his/hers.
- 9) Before writing your exam, take time and read all instructions on the question paper.
- 10) Check your own exam timetables through AUCA website/notice board and attend all scheduled exams
- 11) Candidates are responsible Checking and confirmation of their exam statement and entries
- 12) Inform the invigilator whenever you want to walk out of the examination room for any emergency.
- 13) Any form of cheating is punished according to HEC and AUCA regulations.

