



**Subject:
Examination Procedure**

Policy Number:
AQP-008

Department:
Academic Quality Policy

Effective/Revised Date:
1 August, 2020

Revision Date:
1 August, 2022

Page 1 of 2

PURPOSE

The purpose of this document is to outline the procedure by which examinations at UGHE must be conducted.

SCOPE

The examinations procedure applies to all examinations in all academic programs at UGHE for assessment purposes.

PROCEDURE

Any examination that contributes to course credit or final grade must be appropriately proctored as per the following points:

- All examinations must have an appropriate ratio of proctors to students, as per the following recommendations:
 - Practical exams, such as clinical exams, laboratory exams, simulation exams, must have at least 1 proctor for every 6 students.
 - Written exams must have at least 1 proctor per 25 students.
- These proctors must be appointed faculty and staff at UGHE (full-time, visiting, adjunct or part-time).
- The course lead instructor or department head, or other designated faculty, must be present during the examination and is responsible for assigning and supervising the proctors. More information on responsibilities of department head or lead instructor, or other designated faculty member, and proctors can be found in the 'Responsibilities' section below.
- Appropriate examination conditions must be upheld during any examination.
 - Silence must be maintained at all times.
 - Students must not leave the examination room without permission from a proctor, and must be accompanied when leaving the examination room. Students are not permitted to leave the examination room within 30 minutes of the examination starting.
 - Content-related questions are not permitted.
 - Students and proctors must abide by the Honor Code and uphold a high standard of academic integrity throughout the examination.

If a student requires special assistance or accommodations to complete the examination, this must be approved in advance of the examination by the department head and the relevant program Academic Council. Please refer to *AQP-007 'Academic Accessibility Policy'* for further information on the procedure for requesting academic accommodations.

RESPONSIBILITY

The department head or lead instructor, or other designated faculty member, for the course is responsible for:



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Policy Number: AQP-008	Department: Academic Quality Policy	Effective/Revised Date: 1 August, 2020	Revision Date: 1 August, 2022	Page 2 of 2
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- Managing all processes related to examinations for student assessment, including creating examinations that meet course requirements.
- Assigning appointed faculty as proctors, briefing proctors on specific procedures relating to the examination and supervising proctors when the examination is taking place.
- Ensuring that specific examination procedures and expectations are communicated to the students, including room allocation, format of examination and any special requirements or materials needed.
- Being present during the examination.

Proctors are responsible for:

- Ensuring that appropriate examination conditions are met. This includes ensuring the students are upholding the Academic Integrity and Honor Code. Please refer to *AQP-002.1* 'Honor Code, Academic Integrity, and Plagiarism' and *AQP-002.3* 'Violations of Honor Code or Academic Policies' for details on what the Honor Code entails and consequences for when this is violated.
- Proctors are also responsible for upholding high standards of academic integrity expected of them as UGHE faculty. Please refer to *AQP-002.3* 'Academic Faculty Compliance'.

Students undertaking any examination are responsible for adhering to UGHE's Honor Code and a high standard of academic integrity. Any student found violating this policy will be referred to the relevant program Academic Council for review.

REVISION/REPLACING

This policy is effective as of August 1, 2020 and will be subject to a review in August 2022.



MATERIALS/DOCUMENTATIONS

AQP-002.1 Honor Code, Academic Integrity and Plagiarism

AQP-002.2 Academic Faculty Compliance

AQP-002.3 Violations of Honor Code or Academic Policies

AQP-007 Academic Accessibility

Approved by: Prof Abebe Bekele	Signed: 	Date: September 8, 2020	
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