

**EXAMINATION PROCEDURE****Policy Number:**  
AP-GE 04**Policy group:**  
Grading and Examinations**Effective:**  
01/11/2024

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**PURPOSE**

Examinations must be administered and proctored in an appropriate way that ensures examination security and integrity. 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 director or department head, or other faculty designated by the course director or department head, must be present during the examination and is responsible for assigning and supervising the proctors. More information on responsibilities of the course director or department head, 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.
  - If a student must leave the examination room temporarily, they must be accompanied by a member of the proctoring team.

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- 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 the policy 'Academic Accessibility' (Policy Number AP-OPS 01) for further information on the procedure for requesting academic accommodations.

**RESPONSIBILITY**

The course director or department head, or other designated faculty member, is responsible for:

- 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 additional staff or faculty members are on hand to support during the examination, should any need for additional staff or proctors arise.
- 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 the policies 'Honor Code, Academic Integrity' (Policy Number AP-CD 01) and 'Student Conduct and Discipline' (Policy Number AP-CD 02) for details on what the Honor Code entails and consequences for when this is violated.



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- Proctors are also responsible for upholding high standards of academic integrity expected of them as UGHE faculty.

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 shall be subject to review in **five** years (01/11/2029).

### EFFECTIVE DATE OF THE IMPLEMENTATION OF THE POLICY

This policy shall come into effect on the date of its approval by the Academic Commission of the University of Global Health Equity.

**Approved by:**

**Date: 07/11/2024**

*Abebe Bekele*



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Professor of Surgery

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