



**KAMPALA  
INTERNATIONAL  
UNIVERSITY  
IN TANZANIA**



# **PROCEDURES FOR HANDLING EXAMINATIONS**

## **2020**



## Preamble

The Kampala International University in Tanzania became a full-fledged University in July 2017. Previous, however it was running as a Constituent College of Kampala International University in Uganda, as such KIUT inherited programmes and systems from the Constituent College. One of the areas that has not been standardised is the examination process. Each Department used its own system of setting examination. The University Senate, during its 20<sup>th</sup> Meeting approved a Standard Format of University Examinations including Continuous Assess Tests (CTS) to be used as a guide to staff members in all departments. This format is based on Bloom's Taxonomy Framework that is aimed at assessing or testing lower and higher order cognitive skills.

In order to examine the cognitive skills, both at lower and higher levels, the current University examination format is comprised of two main sections namely Sections A and B. In this regard, Section A is compulsory and consists of questions that examines knowledge and understanding, and Section B consists type questions which test skills and competences. The format also provides the instructions that have to appear on the first page of the examination paper.

It is my sincere hope that this procedure will improve our examination processes and that all students will be tested in all areas specified in the respective curricula.



Prof. Jamidu H.Y. Katima  
Vice Chancellor

01<sup>st</sup> October 2020

## PROCEDURES FOR HANDLING EXAMINATION

Effective: Academic Year 2020/21

### **PROCEDURES FOR HANDLING EXAMINATION**

**Effective: Academic Year 2020/21**

1. The University shall establish an **Examination Bank** within the **University Data Bank**; [this should be done with immediate effect]
2. Access to the Examination Bank shall be entrusted to the **Data Bank Officer** and shall be protected by a password;
3. The **Examination Bank** shall have a backup system;
4. The Heads of Department shall request all academic staff to submit the past exams they already have and transfer these to the Examination Bank immediately;
5. During the second week of **EACH** Semester all Academic staff shall submit at least **10 questions together with marking scheme** [the marking scheme shall be stored by the HoD];
6. The mode of submission of the questions shall be by use of **Rewritable CD** or Flash memory.
7. During the third week of each Semester the submitted questions shall be **moderated** and submitted to the Examination Bank for storage [at the initial stage the marking schemes shall not be submitted to the Examination Bank];
8. **One week** before CATs or UE, the Head of Department shall constitute a Departmental Examination Panel of not more than three members to select questions for the particular Examination;

9. The selected questions shall remain in the custody of the Head of Department who shall be responsible for printing at appropriate time;
10. To minimize the workload of the Head of Department Examination Coordinators / Administrators shall assist the Head of Department to prepare envelopes, to mark the envelopes to insert appropriate number of examination answer books, attendance lists, malpractice forms and any other documents deemed important.
11. The Head of Department shall be responsible for printing, inserting printed examination papers and sealing the envelopes with features that ensure their safety until the date of running the examination;
12. Central Marking shall prevail for now for UE examinations;
13. The continuous assessment shall be as stipulated in Regulation 7.3. Where total CATs contribute **40%** of final mark, the theory written CATs shall contribute **30%** while other assessments (e.g. quizzes, home works, practical work, special assignment) shall contribute **10%**). The final UE shall contribute **60%** of the final mark;
14. Format of CATs: All shall follow similar format:

SECTION A: This section shall examine **Knowledge and Understanding** of subject matter. It shall consist of **ONE** Compulsory Question – to be answered by all students. For health/technical related courses departments may have a different style of setting section one e.g. containing a mixture of different types of questions such as multiple choices limited to four choices, short answer questions, provided they all test **knowledge and understanding** of the subject matter.

SECTION B: This section shall examine **Skills and/or Competences**. It shall consist of **TWO** questions where students shall be required to answer **ONE**. For health/technical related courses departments may have a different style of setting section one e.g. short answer questions and essay questions, provided they all test **Skills and/or Competences** of the subject matter.

To minimize ambiguity CATs shall be marked out of 100%.

15. Format of UE: All UE shall follow similar format

SECTION A: This section will examine **Knowledge and Understanding** of subject Matter. It will be composed TWO Compulsory Questions. For health/technical related departments may have a different style of setting section one e.g. containing a mixture of different types of questions such as multiple choices, short answers provided these are all **testing knowledge and understanding** of the subject matter.

SECTION B: This section will examine **Skills and Competences**. It will be composed of **THREE questions**; students shall be required to answer **TWO** questions. For health/technical related courses departments may have a different style of setting section one e.g. short answer questions and essay questions, provided they all test **Skills and/or Competences** of the subject matter.

To minimize ambiguity all questions shall carry same weight i.e. 25%; and the examination paper marked of 100%.

**EXAMINATION PAPER FORMAT**

**Kampala International University in Tanzania**



**FACULTY OF .....**

**UNIVERSITY EXAM /CAT1 / CAT 2**

**DEPARTMENT:** .....

**DEGREE PROGRAMME:** .....

**COURSE CODE & TITLE:** .....

**ACADEMIC YEAR:** 20.....

**SEMESTER:** .....

**YEAR OF STUDY:** .....

**DATE OF EXAMINATION:** .....

**TIME OF EXAMINATION:** .....

**DURATION OF EXAMINATION:** .....

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**INSTRUCTIONS:**

1. This is a **CLOSED BOOK** examination
2. The paper consists of (...) printed pages including the cover page.
3. The paper contains ..... questions all carrying (equal marks) adding to **100** marks.
4. Answer **ALL QUESTIONS in SECTION A and ONE/TWO out of TWO /THREE questions in SECTION B.**
5. Do not use this examination paper for rough work. All rough works must be done in the answer booklet (**at the back**) and crossed through.
6. This **exam paper** must be handed in together with your answer booklet.
7. Unauthorized materials and gadgets such as: All types of mobile phones and accessories as well as other unauthorized materials **Are Not Allowed** in the Examination Venues.
8. Useful information/materials are provided. (If applicable)