UNIVERSITY OF NAIROBI

PROPOSED GUIDELINES FOR ONLINE EXAMINATIONS

1. BACKGROUND

1.1   Statute XXV, clause 1 provides that "University Examinations shall be conducted under the control of the Senate." The University Quality Management System (QMS)1 provides that after Senate has approved examination activities, the Faculty is responsible for the setting, moderation and administration of examinations.

1.2   Written examinations are administered on-campus where students assemble in an examination room, and write their answers on University issued answer booklets. Most of the time, examinations are administered as closed-book.

1.3   Some situations, like COVID-19 Pandemic, may preclude on campus face-to-face examinations. Consequently, the University has approved online examinations, subject to appropriate structures and guidelines.

2. RATIONALE

The University Examinations Policy and QMS procedure, UON/OP/07 on examinations do not provide for online examination.

There is therefore need for a guideline to ensure that the online university examinations are administered in a reliable, consistent, standard framework that ensures their integrity and validity.

3. EXAMINATION METHODS AND TYPES

3.1   The appropriate assessment method depends on the level of study, and therefore should be aligned with objectives of the course. These could be matched with bloom's Taxonomy of Educational objectives or any other appropriate taxonomy.

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Table 1: Types of online Assessment Tests

SN	Bloom's Taxonomy of Educational Objectives	Appropriate Tests
1.	Knowledge	Multiple choice; True/False; Matching, Fill in the blanks
2.	Comprehension	Simulations, animations, tutorials
3.	Application	Multiple choice, short answers, essay, tutorials, simulations, games, case studies.
4.	Analysis/Synthesis/Evaluation	Multiple choice, essay, project, portfolio, simulation, presentation, paper, virtual labs, case studies.

3.2   The examination may be written and closed book, open book, oral or practical.

Note:

a) **Open Book Examination**
Open book examination is where the candidates are allowed to bring into the examination room reference material including access to online materials. There are two types; restricted or unrestricted. In the former, the examiners may prescribe specific material to be used; while in the latter, the student may use whatever they choose.

b) **Oral Examinations**
Oral examinations are where the examiner and candidate present their work orally for assessment. When standardized, they may be more objective in assessing student's knowledge, application, reasoning and overall performance, competence and critical thinking skills.

c) **Spot Exams**
Examinations, which require identification and short responses or performance of small tasks related to the structures can be administered effectively online, for example, using the QUIZ facility in Moodle.

d) **Practical Exams**
This is an exam where a candidate is supposed to perform a practical task and present the same online

4. PROCEDURE

This procedure supplements and modify the existing policies and procedures on examination so as to aid and facilitate online examination.

For the purpose of this procedure the use of electronic gadgets shall be allowed.

4.1 Setting

a. Course leader shall set examinations as soft copies using appropriate online documents management software dedicated for this purpose.

b. The course leader shall submit the draft examination to the Head of Department in soft copy.

4.2 Moderation

a) The Head of Department shall convene an appropriate panel to internally moderate the examination questions online.

b) The Head of Department shall organize appropriate external moderation online.

4.3 Submission to Examination Centre

After moderation, Head of Department shall submit the examination online to the Central Examination Centre (CEC) using a secure method.

4.4 Formatting and Transmittal from CEC to the Department

The CEC shall format and further process the Examination in appropriate form and transmit it back to the Department using a secure method online.

4.5 Registration of Candidates for Examinations

The course leader shall ensure that only the students who have attended at least two third of the classes and are registered for the examination.

4.6 Preparation and Communication with Candidates

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The Head of Department and course leader shall make the necessary preparation and communicate with the candidates on the rules, modality, preparations and logistics of the examinations.

4.7   Administration of Examinations

4.7.1   Each online University examination will be administered through an appropriate platform.

4.7.2   The Examiner and candidate shall maintain authenticity and integrity as follows:

a) The examination, in the appropriate format, shall be secured, and only disclosed to the candidate at the commencement of the Examination.

b) The Course Leader shall invite the candidates to the examination platform for the specific examination only through their respective university issued official email addresses.

c) The Course Leader shall invigilate the examination online including confirming the identity of the candidate through appropriate software.

d) The candidates shall sit each examination for a fixed duration.

4.8   Marking

Course leader shall mark examinations either online using appropriate platform; or download answers and mark as hard copies.

4.9   External Examination
The external examiner will moderate the exams either online or in hard copy.

4.10   Management of results

The moderated results shall be released through the Student Management Information System after approval by the Faculty/School board.

5. CIRCUMSTANCES FOR ADMINISTRATION OF SPECIAL EXAMINATIONS

5.1   Where the student has a certifiable and verifiable credibility that connectivity interruption prevented them from sitting the examination or terminated their progress within the designated period the student shall report to the HOD for consideration.

5.2   The Head of Department shall consider the request from student and make an appropriate recommendation to senate for consideration and determination.

6.   CAPACITY BUILDING REQUIREMENTS AND TECHNICAL SUPPORT

6.1   The Director ICT, shall undertake training for all staff and students on the use of the identified online platform.

6.2   The Director ICT shall designate technical staff to offer technical support to the entire process during administration of examinations.

7.   REPORTING

The Head of Department shall prepare and submit a report to the Senate, indicating key findings, challenges and recommendations relating to online examinations.