

**ABDULRAHMAN AL-SUMAIT UNIVERSITY**

**(SUMAIT UNIVERSITY-ZANZIBAR)**



**EXAMINATION REGULATIONS AND  
PROCEDURES MANUAL**

**2021**

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# **INTRODUCTION**

## **1.1 Background Information**

SUMAIT University established from, University of Education Zanzibar (CEZ) which was established in 1998 by Direct Aid- Africa Muslims Agency (AMA) with a view of training Islamic and Arabic Teachers for Secondary Schools in Zanzibar as well as in the East Africa region. It was affiliated academically to International University of Africa (IUA), Khartoum. CEZ is one among the oldest Higher Learning Institutions in Zanzibar. The first batch of 32 students graduated in 2001 with Bachelor of Arts with Education (B.A. Ed.).

In June, 2001 the University of Education was granted a final registration certificate by the Tanzania Commission for Universities (TCU), which was by then Higher Education Accreditation Council (HEAC).

In the year 2005 it was renamed as University of Education Zanzibar. The Department of Social Sciences was established in the academic year 1999/2000 with History and Geography specializations as single major with Education. In the academic year 2010/2011 the name of the Department of Social Sciences was changed to Department of Social Studies.

In 2012/2013 the Department adopted double major policy with the following subjects: Geography, Biology, History, English, Kiswahili, Arabic and Over the past three years, from September 2011, UCEZ began the chartering process of being a fully-fledged university; in this regard the charter core

committee consisted the following: Prof. Hamed R.H. Hikmany Prof. Mazhar Ali Sabri, Prof. Msafiri Mshewa Dr.Adil Hussein Taha Mr. Ali Said Sunkar Mr. Abdullah Suleiman Abdullah Chairman and Secretary Dr. Izzeldin Ibrahim Magzoub, the retired Principal from Sudan, was the patron to oversee the whole process. He left for Khartoum in July, 2012 and the whole process was chaired and supervised by Prof. Hamed R.H. Hikmany. A letter of intent was submitted to Tanzania Commission for Universities indicating the desire to become a full - fledged university carrying the proposed name Zanzibar International University. A letter from the International University of Africa was also received clearing for UCEZ to proceed being fully fledged-university. This was one of the pre-conditions set by TCU.

University Charter, Self-Assessment Report and other required documents were drafted by the Legal Assistant (from the Attorney General's Chamber) under the guidance of core committee with TCU inputs. Several sub committees were constituted to draft relevant documents. All documents were submitted to TCU where its experts visited UCEZ for valuation on July, 2013. Islamic Studies. In the academic year 2000/2001, CEZ introduced the Department of Sciences with the following subjects: Physics/Mathematics; Physics/Chemistry; and Chemistry/Biology. In 2013, the Department introduced new courses with the following subjects: Computer Science and Mathematics, Information Communication and Technology (ICT) and Information Technology (IT).

At the end of 2013 TCU asked UCEZ Management to amend the proposed name Zanzibar International University. The information was forwarded to Direct Aid (Africa Muslims Agency in Kuwait). The new name proposed was “Abdurrahman Al-Sumait Memorial University”. Both Direct Aid and TCU accepted the change and hence all documents were amended. Finally, on 14<sup>th</sup> July, 2014, TCU granted a letter to University of Education Zanzibar to a fully-fledged University carrying the name of Abdurrahman Al Sumait Memorial University (SUMAIT University).

## **1.2 SUMAIT UNIVERSITY VISION, MISSION AND MOTTO**

### **1.2.1 Vision**

The Vision of the University is to become a centre of excellence and a valued member of the global academic community in education and other related fields with emphasis on implementing practical skills, research, consultancy, services to the community and integration of basic and applied knowledge in the society in a religious environment to perpetuate morality.

### **1.2.2 Mission**

The Mission of the SUMAIT University is to advance education, expand, transmit, enhance and preserve broad fields of knowledge for the benefit of the people of Zanzibar in particular, Tanzania, Africa and the world at large.

### **1.2.3 Motto**

Ethics, innovations, enterpreanuerhip

## **1.3 OBJECTIVES OF SUMAIT UNIVERSITY**

### **1.3.1 The main objective**

The main objective of the University shall be to advance knowledge, wisdom and understanding through teaching, research, extension and consultancy services.

### **1.3.2 Minor Objectives**

Generally, the University have the following minor objectives:

- i. To undertake basic and applied research in order to generate new knowledge that responds to the contemporary and emerging needs of the society.
- ii. To offer in-service training courses for teachers and other leading personnel in the field of education.
- iii. To provide academic facilities and services by applying user-friendly technologies and by taking into consideration persons with special disabilities of sight, hearing and movement.
- iv. Provide Consultancy Services on the Areas of Professionalism Like Education, Information Technology (IT), Research, and management.

## **2.0 GENERAL EXAMINATION REGULATIONS AND GUIDELINES.**

These regulations are called the Examinations Regulations of Abdurrahman

Al-Sumait University.

## **2.1 EXAMINATIONS**

- i. Examinations shall include continuous assessments, tests, quizzes, seminar presentations, practical and oral tests and end of semester examinations including oral examinations where applicable.
- ii. There shall be written University examinations at the end of each semester for each course taught. There shall also be practical and/or oral examinations where applicable.
- iii. There shall be supplementary examinations before the beginning of new semester for the course(s) failed by the student.

## **2.2 Examinations Committee**

There shall be an Examinations Board/Committee of the University to be appointed by the Senate from time to time.

### **2.2.1 Powers of Examinations Committee**

The Examinations Committee shall have the following powers:

- i. To summon the student or any person or officer in relation to an alleged examination irregularity that took place during examinations;
- ii. To request or interrogate any student, Invigilator or any person in relation to the examination irregularity which happened during examinations;
- iii. To impose sanction on person found responsible for a guilty of such irregularity;
- iv. To determine or propose action in cases of unforeseen events;
- v. To consider appeals against examinations results before they are processed;
- ii. To propose changes to examinations by-laws and procedure and submit to the Senate;
- iii. Checking and recommend its finding on examination results to the senate;
- iv. to deliberate on any examination irregularity reported in the faculty;



- v. To report and recommend to the Senate any deliberations made concerning examination irregularity which happened during examinations;
- vi. To scrutinize appeals submitted from the Faculty Board in accordance with these by-laws for the purpose of determining their merits.

- vii. To do any other function as may be assigned to it by the Senate.

### **2.3 Functions and Duties of Examinations Committee**

The Examination Committee shall have the following functions and duties:

- i To deliberate on any examination irregularity reported in the Faculty;
- ii To report and recommend to the Senate any deliberations made concerning examination irregularity which happened during examinations;
- iii To scrutinize appeals submitted from the Faculty Board in accordance with these by-laws for the purpose of determining their merits.
- iv To address head departments or representative to hand in exams questions in due time.
- v To collect the examination papers, form the department heads or representative, typing and safe-keeping of exam papers.
- vi Preparing the exams' time-table, stamping the answer books, setting up the exam halls, circulating lists of candidates and exam regulations.
- vii Assigning the invigilators to exam halls, regarding the size of the hall and the number of students with the minimum of two invigilators per room.
- viii Recording the names of absentees, each on a separate special form.
- ix Handing over the exam papers to the invigilators together with the answer books and the special attendance forms, making sure that they tally with the number of students in each exam session.
- x Collecting the answer books and the attendance forms from the invigilators after each exam session; handing them over to the examiners; collecting the marked scripts of the exam.

- xi Handing over the marked answer books to the Examination Officer in order to be kept for three successive years before they are destroyed.
- xii Submitting a comprehensive report on the examinations to the DVC for Academic Affairs.
- xiii Preparing three files each containing a copy of all the exams, submitting one to the Deputy Vice-Chancellor (Academic); one to the University Library; and one to the Head of the Department (together with the original copy).
- xiv Examinations Committee members (and the head of the committee) should have continuous supervision on exam proceedings.

## **2.4 Assessment of Examinations**

1. Every student in the University shall be assessed during each academic semester in terms of his/her performance in the program of study he/she has registered.
2. The grade will be based on an end of the course examination and a course work assessment.
3. Maximum marks of any course is hundred (100) of which forty (40) marks are from continuous assessments such as tests, assignments and seminars/presentations, while sixty (60) marks shall be obtained from final examination.
4. All final examinations shall be subjected to an internal and external evaluation. Efforts should be made to have external examiners' reports during discussion and approval of examinations results.

## **2.5 Final Examinations (First Round Examinations)**

Final Examinations shall be conducted at the end of each semester. The University Senate shall determine and set the dates for conducting examinations.

## **2.6 Supplementary Examinations (Second Round Examinations)**

- i. Supplementary Examinations refer to the examination held for those students who failed in their Final Examinations provided that their failure is less than forty percent (40 %) of his/her total courses.
- ii. Supplementary Examinations shall be held prior to the beginning of the next semester.
- iii. Supplementary Examinations are marked out of hundred (100) and the maximum grade that can be earned shall be 'C' a Pass Mark.

## **2.7 Special Examinations**

- i. Where a student pursuing any program of study at the University fails to attend the whole or part of an examination under circumstances which are beyond the control of the student and communicated prior to the examination, such a student may, subject to production of authentic evidence and written approval of the Dean of the Faculty, be allowed to sit for Special Examinations.
- ii. A student who sits for special examination under the provisions of sub section (i) of this section shall be treated as if he/she is sitting for the examination for the first time.
- iii. Special examinations shall be conducted at such time, coincident with supplementary examinations as provided for under section 6.6.
- iv. There shall not be any supplementary examination for a failed special examination.

## **2.8 Grading of Examinations**

- i Student's progress in the semester includes 40% from Continuous Assessment and 60% from the semester Final Examination. The meaning of the grade obtained has the following common understanding as presented in Table 1.

Table1: General Meaning of the Grades

Score	Letter Grade		Grade Value	Meaning of the Grade	General Standing
70 – 100	A		5	Outstanding performance though with some minor errors	Pass
60 - 69	B+		4	Generally, a very good performance with a few tolerable errors	Pass
50 - 59	B		3	Generally good work though a number of notable errors may be observed	Pass
40 - 49	C		2	Performance is average with tolerable shortcomings	Pass
30 - 39	D		1	Fail and some more work is required before Credit can be awarded	Fail
0 - 29	F		0	Fail and considerable further work is required	Fail

- ii The minimum passing score for any approved course in the University Examinations is 40% corresponding to a letter grade C.

## 2.9 Conditions for Examinations

A student pursuing studies at the University shall be admitted to an examination room on condition that;

- i He/she does not owe the University any fees required and or other financial dues;
- ii He/she fulfils not less than 75% of overall attendance in every subject in the semester;

- iii He/she has completed coursework for the subject being examined;
- iv He/she is not barred by any lawful order or any other law from sitting for the examination in question.
- v He/she has obtained a clearance card allowing him/her to sit in the examination.

## **2.10 Examinations Instructions**

- i Before the start of examination, an Invigilator shall make an announcement concerning all the necessary and important steps regarding the particular examination.
- ii Subject to sub section (i) of this section, all students shall abide by any announcement made by Invigilator in the examination room.
- iii A student shall not, while examination in session is allowed to leave the examination room for the reason of visiting the washroom except with the permission of Invigilator, provided that the Invigilator escorts the students when he/she has a reason to suspect him/her.
- iv Students shall not be allowed to communicate among themselves in the examination room.

## **2.11 Examinations Rules**

- i Examination invigilators are to be academic staff members of the University or teaching assistants; instructors from outside the University if need be, or senior administration staff.
- ii A student is not allowed to enter the examination hall after half an hour from the beginning of the examination.
- iii A student is not allowed to leave the exam hall before the lapse of half an hour of the beginning of the examination.
- iv The invigilator should make sure that each student signs his name on the list of attendance after showing his identity card.
- v The chief invigilator may allow a student to leave the examinations hall and return if need may arise; in this case the student would be accompanied by an invigilator.

- vi The Examination Committee may give consent that an examination may be held at a place other than the examination hall for compelling reasons.

## **2.12 Violation of Examinations Rules**

Cheating means an illegitimate behavior through which a student obtains or tries to obtain an unfair advantage by way of:

- i Obtaining advance copy of unseen written examination; or
- ii Possessing and entering in the examination room with an unauthorized material or equipment such as books, manuscripts, bags, papers, cell phones, dress or body print or any other material that is prohibited; or
- iii Using any electronically stored information including calculators and mobile phones unless permitted by the Faculty or Department; or
- iv Passing or receiving or attempting to pass or receive verbal, written or electronic communication or any other form of unfair assistance to or from another candidate or any other source during the examination; or
- v Reading or trying to read; and copying or trying to copy from other candidates' examination scripts or answer booklets; or
- vi Unauthorized possession of used or unused examination booklet; or
- vii Impersonating another student or allowing a student to be impersonate; or
- viii Any other irregularities which may cause the breach of examination Bylaws.

## **2.13 Invigilator's Report**

An Invigilator who suspects any student of violation of examination or cheating or attempting to cheat or aiding another in examination room shall:

- i. Annotate or record the incident on the students' examination script;
- ii. Inform the student that he/she is suspected of cheating and that a report on the matter may be made;
- iii. Take any relevant evidence for example unauthorized material.
- iv. When a student is caught cheating, the Invigilator shall write the word "examination violation" on the student's booklet, sign and fill in a special form that describes the name of the student, his/her signature, subject and nature of cheating and immediately report to the Examination Committee Member or Examination Officer.
- v. The student who caught cheating, he/she shall be expelled from the examination room and the Invigilator shall ensure that there is no inconvenience or disturbance to other students.

## **2.14 Penalties for Violating Examination Rules.**

When convinced that a student has violated the examinations, the Examination Committee should investigate and impose any of the following penalties depending on the nature of the offence committed by the student:

- i Warning the student with written undertaking that he shall not repeat misdeed.
- ii Cancel the students' exam in the Course in which he caught cheating.
- iii Cancel the students' core courses of his specializations. iv Suspending the student for one academic year.
- v Dismissal the student from the University.

The penalties decided should be submitted to the Senate for the final approval and be displayed on the notice board of the University.



## **2.15 Postponement of Examinations**

A student may be allowed to postpone examinations on grounds of ill health/pregnancy or accidental case provided the postponement has been recommended or verified by the Doctor of Alijah Dispensary (SUMAIT University) and accepted by the University authority. The medical report should certify that the student is unable to sit for the examinations.

## **2.16 Absence from Examination**

- i. Any student who deliberately absents himself/herself from any examination(s) without any documented authorization will score a zero for final examination(s) and may be discontinued.
- ii. Any student who absents himself/herself for genuine or acceptable reasons will have to provide evidences for such absence which may include a medical report from a Hospital/Doctor on or before the due examination date.
- iii. Medical Report must be duly certified by SUMAIT University's Doctor who shall certify that the student is unable to sit for the examination(s).
- iv. A student who shall be absent from examination(s) for acceptable reason(s) shall be allowed to sit for a 'Special Examination'.

## **2.17 Student becoming sick during Examination**

- i. Where a student becomes sick during the examination session, the Invigilator shall write a report about sickness of the student and that student shall be required to consult a recognized medical doctor who shall give a medical report of the student.
- ii. Subject to the provision of sub section (1) of this section, a student who becomes sick may be allowed to sit for special examination.

## **2.18 Status of a Failing Student**

- i. A student who fails in 60% or more of his/her courses shall be discontinued.
- ii. A student who fails in 40% or more, but less than 60%, of his/her courses shall repeat the semester. If the student is repeating the current semester, he or she shall be discontinued. A semester can only be repeated once.
- iii. A student who fails in less than 40% of the courses, he/she shall be allowed to do supplementary examinations.
- iv. Review of the examinations results of students with some special examinations may be done during the evaluation of second round examination results of the semester.
- v. A student who fails in three (3) or more courses after the second round of examinations shall repeat the semester. If the student is repeating the current semester, he or she shall be discontinued.
- vi. A student who fails in less than three (3) courses after the second round of examinations and has a GPA of less than 2.0 shall repeat the semester. If the student is repeating the current semester, he or she shall be discontinued.
- vii. A student who fails in less than three (3) courses after the second round of examinations and has a GPA that is greater than or equal to 2.0 shall be allowed to repeat the failed courses as 'Carry Over' when next available and shall be liable to pay a fee proportionate to his/her fees structure which shall be determined by the Senate each year.
- viii. If the cumulative carry over courses of the student, under the provision of sub section (vii) of this section, exceeds two (2) he or she shall not be allowed to 'Carry Over' and continue with the next semester. The student will STOP and CLEAR all courses before proceeding with the next semester.

## **2.19 Carry Over and ‘Stop and Clear’ Course**

A student with a Carry Over or a Stop and Clear course must register when the course is next available and shall be liable to pay a fee proportionate to his/her fees structure which shall be determined by the Senate each year. The student will attend lectures and carryout all the Continuous Assessment work as if he/she is taking the course for the first time. The student will earn a full grade

## **2.20 Conditions for Discontinuation**

A SUMAIT University Student shall be discontinued if one of the following conditions is applicable:

1. Failed in sixty percent (60 %) or more of his/her total number of courses.
2. Failed enough to get a second “Repeat Semester” for the same semester.
3. Caught in repeated cheating in examinations.
4. If a student commits a gross misconduct or endanger the general peace of the University and the University Senate is convinced that this student is unfit to be at the University.
5. All discontinuation decisions must be approved by the University Senate.

## **2.21 Final Examinations Grade**

The final grade score for the degree shall be computed from the cumulative grade point average by rounding downwards to one decimal point. The degree classification will be determined as in Table 2 below:

Table2: Final Examination Grade

<b>Degree Classification</b>	<b>Grade</b>	<b>GPA</b>
First Class	A	4.4 - 5.0
Upper Second	B+	3.5 - 4.3
Lower Second	B	2.7 – 3.4
Pass	C	2.0 – 2.6

### **3.0 Endorsement of the Examination Results**

The examination results are endorsed by the Faculty Board then submitted to the University Senate for final endorsement and approval.

### **4.0 Publication of Examination Results**

The provisional results of the students in every semester examination shall be published on University website soon after the approval by the Faculty Board.

### **5.0 Span Period of Study for Degree**

All students shall have to complete all the requirements for the award of B.A. with Education; B.Sc. with Education; B.A.; B.Sc. degrees within a total period of Ten (10) Semesters.

### **6.0 Graduation Requirements**

Graduation requirements are met when a student successfully completes all the prescribed courses. These comprise of the University requirements; the core and elective courses; and education courses for those pursuing degrees with education.

### **7.0 Failing to Meet Graduation Requirements**

If student fails to meet graduation requirements within the period provided by these regulations, he/she may exit with a Higher Diploma depending on accumulated credits.

### **8.0 Postponement of Studies**

- i The University Senate may allow a student to postpone studies for maximum two semesters. During this period the student retains the previously attained averages. Unattended period shall not be included in the allowed duration of stay in the University provided by these Regulations.

## **REFERENCE**

Sumait university of Zanzibar prospectus (2019) *general examination regulations for degree programmes*, Zanzibar.