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Code of Practice for Academic Quality

Standards in Injibara University

Students' Assessment and Examination

Implementation Directive No 04/2021

August, 2021

Injibara University, Ethiopia.



Part One: General Provision

Article 1: Short Title

This Code of Practice for Academic Quality Assurance and Standards cited as “Students’ Assessment and Examination Implementation Directive No 04/2021”

Article 2: Definitions

1. **University:** mean Injibara University established as per the Higher Education Proclamation 1152/2019 and the Federal Universities Council of Ministers Regulations No.210/2011
2. **President:** mean the president of Injibara University.
3. **Academic vice president:** The Academic vice president of Injibara University.
4. **Dean:** Shall mean an executive manager of a college/ or school.
5. **Department head:** Shall mean an executive manager of a department in Injibara University.
6. **Education Quality Assurance and Auditing Directorate:** Education Quality Assurance and Auditing Directorate of Injibara University.
7. **Fresh Man Students’ Dean:** the dean who administer first year students who are not assigned at any specific department or college.
8. **Registrar:** mean an executive manager responsible for operating to student admission, placement, registration and academic records in Injibara University.
9. **Students:** mean any person admitted and registered at the University in the regular, continuing education program or any other program in Injibara University.
10. **Teachers:** mean all teaching and research staff of the university and shall include Professors, Associate Professors, Assistant Professors, Lecturers, Assistant Lecturers and under unique circumstances or conditions of transition Graduate Assistants employed for teaching and research, and other employees considered as Academic Staff by the decision of the Senate in Injibara University.



Article 3: Scope of Application

Unless and otherwise provided in other guideline of Ministry of Science and Higher Education or by the University, all provisions of this code of practice shall apply in the students' assessment and evaluation process of Injibara University.

Part Two: Code of practice for Students' Academic Performance Assessment

Article 4: Introduction on the Assessments

Assessment refers to the wide variety of methods or tools that educators use to evaluate, measure, and document the academic readiness, learning progress, skill acquisition, or educational needs of students. There are many different forms of assessment, serving a variety of purposes. These include:

- Assessment of learning (summative): is the assessment that becomes public and results in statements or symbols about how well students are learning. It often contributes to pivotal decisions that will affect students' futures.
- Assessment for learning (formative): teachers use this assessment to collect about students' learning processes provides the basis for determining what they need to do next to move student learning forward.
- Assessment as learning: students reflect on their work usually through self and peer assessment and decide what their next learning will be.

To test a wide range of intended learning outcomes, diversity of assessment practice is expected and welcomed, requiring and enabling students to demonstrate their capabilities and achievements within each course.



Students should be aware of the purposes and implications of different assessment tasks, especially the opportunities provided for them to show the extent to which they have achieved the intended learning outcomes of a course. It is important that students know whether the outcomes of each assessment are to be used for formative and/or summative purposes.

Assessment is usually construed as being diagnostic, formative or summative. An assessment process can often involve more than one of these assessment purposes. An assessment component submitted during a course may provide formative feedback designed to help students improve their performance in subsequent assessments. An end-of course examination or other assessment normally results in a summative judgment being made about the level the student has attained, but any feedback on it may also have an intended formative purpose that can help students in assessment later in another course.

This Code of practice of students' assessment assumes that the above statements about the nature and purpose of assessment are accepted to assure good assessment practice so that student-learning would effectively be achieved.

Article 5: Legal Privileges

According to Article 77 of the Senate legislation continuous assessment in the form of tests, reports, assignments, presentations, etc. should be made for every module/course which shall count for at least 50% of the total module/course mark. The remaining 50% shall be allotted for a final exam at the end of module/course. However, some disciplines such as Medicine can set out their own general guidelines.



Whereas, in other departments if there more practical works in a course, department council can set special practice of assessment at department level for specific course.

1. Examinations may be written, practical, oral, etc. depending on the nature of the course.

However, in those cases where examinations are conducted orally, a written record of the students' performance and the basis for the determination of grades shall be kept by the instructor(s).

2. The number, type and schedule of exams or tests in a course are determined by the modular/course team but shall be stated on the course outline/syllabus to be issued to students at the beginning of the course.

3. A course outline/syllabus, as a matter of routine, shall include information on the distribution of points/mark among various types of exams and other works in percentage terms. A copy of the course outline shall be submitted to the academic units at the beginning of each module/course.

4. Copies of all exams, tests and quizzes, along with their answer keys and marking schemes, which go into the determination of a student's final grade in a course, shall be kept with the instructor for at least one year. However, copies of the periodic exams along with their answer keys and marking schemes shall be deposited with the academic unit within three days following the administration of the exams.

5. In those cases where a course is taught by the same instructor to more than one section of students in the same program, examinations shall be of the same form and content. The same scheme of grading shall also be employed.

6. A common examination paper shall be prepared in case where more than one instructor teaches a course with the same title and ECTS/credit hour to one or more sections.



7. Where common examination(s) have to be given for a course(s) taught by more than one course instructor, the academic unit that offers the course(s) shall ensure that all instructors involved in the teaching of the course have reached an agreement on the content of the exam(s). The academic unit that offer such courses shall work out procedures by which reviews of exam questions for such courses will be carried out by a full panel of instructors involved in the teaching of the courses. Instructors are required to be present at meetings in which exam questions are reviewed and determined for such courses.
8. Where common exams are given or, where more than one instructor teaches a course, a panel of instructors shall work out a marking scheme and a copy shall be submitted to the academic unit before the completion of marking.
9. Examination papers prepared by the instructor or a panel of instructors shall be submitted to exam review committee for review and endorsement.
10. Final grades for all module courses shall be reviewed and endorsed by exam review committee.
11. Final grades shall be submitted by the instructor to the registrar and with a copy to the head of the academic unit on duly signed official grade report form. This document shall be prepared legibly with no alterations or erasures.
12. A copy of grade report sheets and minutes of the module/course team for all courses shall be kept at the academic unit.
13. An official grade report form shall be filled out only by the instructor(s) who had taught the course, set or participated in the setting of the exam questions and marked the exam papers.



14. When, for reasons beyond control, the setting of examinations and the marking of exam papers shall be carried out by a qualified member of staff designated by the academic unit head.
15. In those cases where the head academic unit had to designate someone other than the instructor who had taught the course to either set or mark the examination, the Head shall forthwith present the case to the SC/DC for endorsement.
16. Students have the right to see their corrected exam papers.

Furthermore, the Higher Education Establishment Proclamation article, 21(2) declared that “the internal system of every quality enhancement of every institutions shall provide a clear and comprehensive measure of teaching learning process, student evaluation, assessment and grading system which shall also include student evaluation of course contents together with the method and system delivery, assessment, examination and grading”.

Article 6: Conduct of Assessment

Assessment shall be conducted with rigor, probity and fairness and with due regard for security. There will be at least two assessment forms that have to be carried out in Injibara University; *continuous assessment*, which is *formative assessment*; and final examination which is summative assessment.

Continuous assessments include quizzes, assignments (individual and group), projects and presentations, group works, lab report or any similar techniques which indicate and support the development of learners in the program.



Article 7: Procedures for Continuous Assessment

Each college, department in Injibara University would have the following application of continuous assessments including mid examination:

- 7.1 Assessment questions in the continuous assessment shall be aligned with objectives, domain and hierarchy in order to ensure the representation of the three educational domains;
- 7.2 Questions in the continuous assessments shall keep standards to the level students can express their developments in terms of knowledge, understanding value and ability or skill. The level of difficulty of questions shall not be below standard to affect quality of education (questions shall be course objective oriented) such as aligned with objectives, domains and hierarchy;
- 7.3 Each formative assessment, if it is in the form of test or exam, shall incorporate both objective and subjective question types. Accordingly, both the objective (in different forms such as true-false, short answer, matching and multiple-choice items) and subjective (in different forms such as extended or restricted items, workout) questions shall have a proportional or comparable mark shares;
- 7.4 The weight of each item shall be indicated on the assessment paper;
- 7.5 Continuous assessments shall have a minimum share of 50% out of the total maximum marks of each course. 30 percent shall be assignments, presentations, quizzes, practical works etc. and 20 percent shall be mid-examination;
- 7.6 The assessment procedure shall be publicized on the course outline given to students at the beginning of each course in advance;



- 7.7 For the reduction of burdens on teachers and students, continuous assessment days should be fixed. Therefore, Injibara University's mid-exam days should be incorporated within the academic calendar.
- 7.10 The maximum time given to a single assessment shall be arranged as per the nature of the course;
- 7.11 Continuous assessments shall be checked and results be returned to the students within a week following the test or examination day. If it cannot be possible in some reasons, students should see the assessment feedback before the next assessment of a course will be begun. While returning the assessment results, instructors shall put their feedback on the exam sheet including possible ways to promote students learning;
- 7.12 Whenever a student misses one of the continuous assessments, he/she shall deliver a valid medical or other evidence for why he/she misses. Medical evidences from public health institutions shall be supported by a referral letter from Injibara University clinic. However, in the case of all extension students and summer students who live out of campus, evidence from public health institutions for illness reason, and social court evidences for serious social reason may be considered after it will be evaluated by the concerned department head.
- 7.13 Whenever a student is accepted for compensation test due to a valid evidence for why he/she misses an assessment, the teacher shall arrange another assessment containing the contents covered by the previous assessment of which that student has missed with the same difficulty level of the previous assessment;



7.14 College deans and department heads are responsible to check whether remedial exams are given at right time with tutorial or conditions stated above;

7.15 Teachers shall conduct the continuous assessment in each month in balancing the time and the continuous assessments. Teachers shall cover 15% assessment at the end of the first month, and 35% of the continuous assessments shall be covered at the end of second month. At the end of the third month total 50% of the continuous assessments shall be covered. For block courses, similar proportion shall be used in terms of weeks or in counting numbers of days allotted to cover those courses;

7.16 The time of continuous assessment should be decided by department academic council and the mid-exam and final exam period should be announced by the university registrar. However, mid-exam and final exam schedule of the block courses should be specified at department level.

7.17 Teachers shall submit the total continuous assessment result to the respective college/department at the end of every semester;

7.18 Student shall not sit for assessment or examination if they fail to attend 80% of the class.

Article 8: Procedures of Final Exam

8.1 Questions in the final exam shall keep standards to the level students can express their understanding in terms of cognitive, affective and psychomotor domain. The level of difficulty of questions shall not be below standard to affect the education quality policy in Injibara University.



8.2 The share of final exam shall be a maximum of 50% of the total marks given in a specific course. Even though time given for final exams should vary as per the nature of courses, the minimum time shall not be less than an hour. Final exam shall cover all the chapters in a course; however, more emphasis shall be given to chapters which were not covered by the continuous assessments.

Article 9: Regulations for the Conduct of Examinations

9.1 This code of conduct relates to formal assessments/ examinations defined in the code of practice of student's assessment in the undergraduate programs of Injibara University.

9.2 All examinations shall be prepared with codes to minimize cheating.

9.3 Exams shall start at 8:30 AM morning or 2:00 PM in the afternoon to consider bus arrivals.

9.4 Invigilation shall be carried out based on the schedule set by the registrar or by respective academic unit.

9.5 Under normal circumstances one invigilator must be assigned in an examination room having a maximum of 40 students in 9.10 x 5.80 classroom sizes. However, if wider classrooms are constructed in Injibara University, more than 40 students per classroom can sit for examination.

9.6 Invigilators are responsible for the distribution of question papers before the commencement of each examination, for the collection of them from each of the students after the time was up and for checking and submitting the number of question papers collected to the course instructor or course coordinator.

9.7 It is the responsibility of invigilators to supervise examinations in accordance with the regulations.



- 9.8 An invigilator may require a student to leave the examination if a student disturbs the smooth progress of examinations.
- 9.9 Any irregularities of conduct within the examination room shall strictly be reported to the Department Council/Academic council to decide his/her result to “F” for that particular exam.
- 9.10 Invigilators are not permitted to smoke cigarette, read books or journals or newspaper, open Facebook, use other social media and play mobile games in an examination room and must not permit other persons to do so.
- 9.11 When some students are cheating during examination, invigilators should care of for the other students when he/she tried to stop by verbal communication. If the invigilator speaks loudly to manage the cheating activities, his/ her sound can disturb the remaining innocent students. He/she should approach close to the cheater student and should communicate carefully;
- 9.12 Examination rooms shall be arranged properly by the office of Education Quality Assurance, Enhancement and Auditing Directorate; the students will be provided with suitable facilities and conditions to sit for the examinations. Chairs should be suitably spaced such that students cannot able to see or copy each other’s work. It shall be the responsibility of the invigilator or department head to check whether the desks are arranged or not and to take appropriate measure;
- 9.13 The university/colleges shall organize exam committee to facilitate proper accomplishment of final exam from start to end;
- 9.14 The offices of registrar/ the concerned academic unit should assign and announce rooms for examination at class end week;



- 9.15 The examination paper shall be set early in considering the availability of enough time for reviewing, duplication and attaching of the exam papers. The exam shall be evaluated by department level exam review committee and the department heads should put stamp in all exam sheet pages;
- 9.16 The final approved examination papers shall be held in safekeeping by department head/course coordinator/course instructor.
- 9.17 The assessment items shall be checked by department level exam review committee for adequate sampling of the content, appropriateness of the difficulty level of the questions, inclusion of appropriate item format and questions, proper alignment of content and the objectives;
- 9.18 Invigilators shall be from academic staff and be assigned by the registrar or if necessary by each college dean. He/she is responsible for what happen in the exam period that he/she shall fairly, strictly and punctually run the exams.

Article 10: At the Starting of Examinations

- 10.1 First of all, the invigilators should come on/before time. Late comers or absentee invigilators are considered failing to discharge their professional responsibility.
- 10.2 The invigilator shall collect all exam papers, answer sheets and other relevant materials from department head office or course instructor 20 minutes before the start of the examination. Any apparent deficiency should be reported to exam supervisor or course teacher or the department head.
- 10.3 The invigilator should check if there written short notes on the blackboards, desks, tables, walls etc in the classroom;



- 10.4 The invigilator is responsible for distribution of question papers and the maintenance of examination regulation;
- 10.5 The invigilator shall organize the entry of students in good order and take a register. Students will be required to present their student ID card as proof of identity. The ID card must be displayed face up on the desk throughout the examination.
- 10.6 Students without a valid ID card shall be prohibited to sit in the classroom;
- 10.7 Students are forbidden to take into an examination room any unauthorized book, manuscript, or other article except allowed for the exam;
- 10.8 The invigilator shall distribute the examination paper on time and he shall announce the start and end time of examination in addition to other instructions.
- 10.9 If there corrections, the course teachers shall inform early to the invigilators, and the corrections shall be given before the students start doing the examination. This can help to minimize exam cheating and reduce psychological disturbance of the students.

Article 11: During the Examination Period

- 11.1 The invigilator must ask students to check that they have the right examination paper. Students should check that they have been provided with the correct question paper and for each examination;
- 11.2 Students should not start writing until instructed to do so by the invigilator;
- 11.3 If students transfer exam answers from outside to classroom through electronics device, this kind of cheating shall be considered as full cheating occurred in the classroom. The students who transfer in text message or in other way of using



electronic devices, their value in a course should be “F” for final examination, and to be filled zero for mid-examination.

- 11.4 The invigilator must inform students that they are not permitted to leave the examination room within the first 30 minutes of the examination;
- 11.5 The invigilator must not permit any student to enter the examination room after 30 minutes from the commencement of the examination;
- 11.6 The invigilator must ask that students when they require assistance during the examination to raise their hand and wait for the invigilator to approach;
- 11.7 The invigilator can make any other necessary announcements relating to errors or modifications in the examination paper if he is informed by course instructor;
- 11.8 Invigilators will be responsible for the conduct of the examination and the good order of students and will be required to take actions to preserve this. The invigilator shall be responsible for ensuring that examination discipline is maintained in accordance with the regulations for the conduct of examination;
- 11.9 The invigilator shall be responsible for maintaining continuous and adequate supervision of the students. The invigilator should not leave the examination room while the students are taking the examination unless another invigilator is present;
- 11.10 Invigilators who suspect that breaches of examination regulations have occurred shall warn the student first. If the action continues, the invigilator shall sign and write the case on the exam-paper of the student. A student who has been signed can be permitted to complete the examination;
- 11.11 If it is necessary for a student to leave the examination room for any justifiable reason during the examination, he/she will be escorted by another invigilator and he/



she must be made aware that he/ she will not be allowed to return unless he/she has been supervised during the whole period of absence;

11.12 In cases described above, the invigilator will be required to put in the student's answer/examination paper the time of departure and subsequent return, and to sign against these entries;

11.13 Students are forbidden to communicate with each other or to exchange anything to each other during examination;

11.14 If a student finishes the examination before the end of the allocated time, he/she should raise his/her hand so that the invigilator can collect the sheet. He/she may then leave quietly without disturbing other students;

11.15 Invigilators shall inform students of the impending closure of the examination at 15 minutes and 5 minutes before the end of the examination.

Article 12: At the End of Examination

12.1 The invigilator must remind students 5 minutes before the end of the examination to check the number of booklets of the exam paper, writing name, ID number and section on the exam paper;

12.2 The invigilator must inform all students to stop writing immediately the time ends; and must ensure that all students remain seated in silence until all exam papers have been collected;

12.3 After the close of the examination, the invigilator should ensure that all examination and answer papers are collected from all the students and will return them to the respective department head/ course coordinator/ course teacher together with the



attendance sheet; However, the examiner must not take the exam sheets to his/her home or office.

12.4 The invigilator should take preventive actions to reduce cheating possibility of students. But, if the invigilator signed due to cheating, then he/ she must not cancel his/her signature after the exam sheets are submitted to the course teacher.

12.5 The invigilators shall inform the department or the course teacher immediately if there signed papers or disciplinary issues.

Article 13: The Presence of Course Teachers at Examinations

13.1 The course teacher or concerned teacher who is knowledgeable about the examinations should be present in the examination room for some time before the end of exam time;

13.2 If there any amendments to be made, the invigilator shall call the course teacher who will normally make the necessary announcements;

Article 14: Violation of Regulations by the Students

The following procedure to be done in the event of a suspected violation of regulations:

14.1 Where an invigilator suspects a student of violating regulations; as the first step the invigilator shall inform, consult or change the seat of the misbehave student.

14.2 If a student continues doing violation of regulations with unauthorized material, the invigilator shall attach the unauthorized material and put his/her signature on the first page of the exam paper/ on the answer sheet. The invigilator can permit the student to finish the paper;

14.3 If a student cheats by observing other work, by verbal talking, showing sign etc, in such situation the invigilator him/herself can be the witness.



14.4 At the end of the examination the invigilators shall inform the case to the course teacher/ course coordinator/department head about the case with the evidences he/she has;

14.5 When the students are violating the examination rule, the invigilator should put his/her signature in front of the students in the classroom. Any signature which is signed out of classroom is not acceptable for further decision on the students' grade;

14.6 The decision of the signed answer sheets shall be made by the department which offers the course with the availability of student representatives.

Article 15: Illness and Other Reasons which is out of Control

15.1 A student who is absent from part or the whole of an examination on account of illness or other justifiable conditions must write an application and provide a valid medical certificate in the case of illness or other evidence to Department head. Medical certificates shall be supported by referral letters from the university's clinic for regular undergraduate students. However, for extension and summer students who live out of campus any public health institution evidences can be presented. For social reason absentees of extension and summer students evidences from social court can be presented and shall be approved by the concerned department head to be considered.

Article 16 Late Arrival

16.1 Students shall not be allowed after 30 minutes of the examination time;

16.2 No additional time will be allowed to students who arrive at the examination room after the commencement of the examination or within 30 minutes of the examination time.



Article 17: The Use of Electronic Calculators and Mobile Phones during Examinations

17.1 In a certain specified examinations, the use of a calculator may be allowed. However, it is not allowed for the students to use mobile phones as a calculator during an examination period. In all cases, the university shall not be responsible for the provision of calculators in the event of breakdown. Using mobiles in any circumstance shall lead to score “F” in a course;

Article 18: Effective Date

This directive shall be implemented since the senate approval date 19th August 2021.

Gardachew Worku (PhD)

President

